



# Terry College of Business

## UNIVERSITY OF GEORGIA

# Website Editing Guide

Office of Marketing and Communications

Last Updated: 10/17/23

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## Getting Started

Terry College of Business employees who have been designated to edit content are granted permission to update their department's pages on the Terry website. This allows you to update text, headings, images, files and other basic content items on those pages.

Change is constant at Terry, and content on the website is always being updated. Small changes to dates, names and other general information occur daily. Because of this, the Office of Marketing & Communications' Web Team offers Terry faculty and staff members the opportunity to become departmental editors and perform these changes themselves. This eliminates the requirement to submit a request to the Web Team for each change, no matter how minor they are, and instead empowers departments to have control over their own web content.

When you edit a page, the changes are submitted to the Web Team for approval before it is published on the live site. This is to ensure that all content meets the website's brand and messaging standards.

Departmental editor permissions are granted to faculty or staff members after they complete a training session led by members of the Web Team. Contact the [Web Team](#) if you or a member of your team are interested in being trained.

## How to Get Help

The Web Team is committed to providing support to departmental editors with their website content. If you need assistance with updating content or need a member of the Web Team to help you with advanced changes to a page beyond standard content edits, visit the [Terry support page](#) and follow these steps:

1. On the Terry Support page, click **Request Support**. The **New Project Request** page is displayed.



The screenshot shows a web form titled "New Project Request" from the Office of Marketing and Communications at Terry College of Business, University of Georgia. The form includes a header with the college's logo and name, and the office's name. The main content area contains the following text:

**New Project Request**

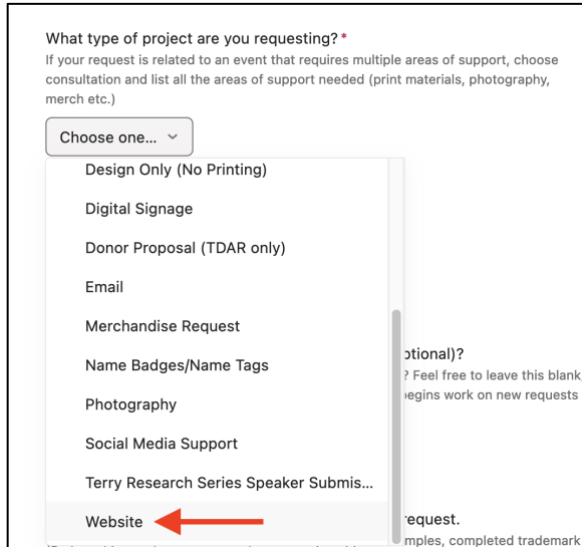
Please allow up to three business days for us to review the scope of your request and assess the appropriate resources required. OMC is typically able to start projects in 7 - 10 days. If this request is urgent, please complete this request and email [kara.landrum@uga.edu](mailto:kara.landrum@uga.edu) and [salina.beltran@uga.edu](mailto:salina.beltran@uga.edu) upon submission.

\*\*\*Please be aware that due to global supply chain issues print and merchandise requests may be impacted and will require a longer lead time where possible to ensure timely delivery of requested items.\*\*\*

For help filling out a request, watch this tutorial: <https://bit.ly/ProjectRequestTutorial>

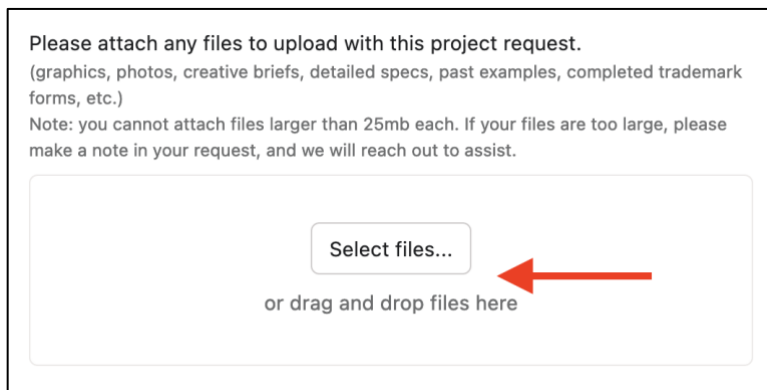
2. Enter your name and email address in the **Name** and **Email Address** fields, respectively.
3. Select your department in the **Department** dropdown menu.
4. Enter a brief description of your request in the **Project Name** field.

5. In the **What type of project you are requesting?** dropdown menu, select **Website** as the project. This ensures that the request is assigned to a member of the Web Team.



The screenshot shows a form titled "What type of project are you requesting?\*" with a sub-instruction: "If your request is related to an event that requires multiple areas of support, choose consultation and list all the areas of support needed (print materials, photography, merch etc.)." Below this is a dropdown menu labeled "Choose one..." with a list of options: "Design Only (No Printing)", "Digital Signage", "Donor Proposal (TDAR only)", "Email", "Merchandise Request", "Name Badges/Name Tags", "Photography", "Social Media Support", "Terry Research Series Speaker Submis...", and "Website". A red arrow points to the "Website" option. To the right of the dropdown, there is a label "(optional)?" and a note: "? Feel free to leave this blank, begins work on new requests".

6. In the **Is this request for a specific event?** dropdown menu, select **Yes** or **No**, depending on the nature of the request. If **Yes** is selected, fields are displayed for providing a name and start date for the event.
7. In the **Need your request completed by a certain date (optional)?** dropdown menu, select the date in which the request must be completed. This is optional and can be left blank if there is no specific due date for completion.
8. If there are any files that are necessary for completing the request such as images or copy, attach them in the final field. They can either be dragged and dropped or selected using a file browser by clicking **Select Files**.



The screenshot shows a section titled "Please attach any files to upload with this project request." with a sub-instruction: "(graphics, photos, creative briefs, detailed specs, past examples, completed trademark forms, etc.)". Below this is a note: "Note: you cannot attach files larger than 25mb each. If your files are too large, please make a note in your request, and we will reach out to assist." At the bottom of the section is a large rectangular area containing a "Select files..." button and the text "or drag and drop files here". A red arrow points to the "Select files..." button.

9. Click **Submit**. Your request is submitted. It will be reviewed by a member of the Web Team, who will contact you if additional information is needed.

## What Should I Edit Myself?

Departmental editors are appointed with the intent of editing content on their department's pages, but not the design or layout of the page itself. Terry page layouts have been carefully built and managed by the Web Team and should not be altered by a departmental editor without first consulting with them.

For example: as a departmental editor, you are encouraged to change the text of a heading and its accompanying paragraph text, but not relocate the heading and text to another section of the page. In this situation, you should contact a member of the Web Team about relocating this content.

Refer to the lists below for an overview of edits you can perform yourself versus edits that should be performed by a Web Team member.

### **Edit Yourself**

- Paragraph text
- Headings
- Buttons
- Images
- Videos
- Links
- Ordered lists (bulleted or numbered)
- Files (new and replacement files)

### **Contact the Web Team**

- Page layout
- Page titles
- Containers (placeholders for content items)
- Spacing between columns and rows
- Featured image (image at the top of the page)
- Tables

## Logging in to the Terry Website

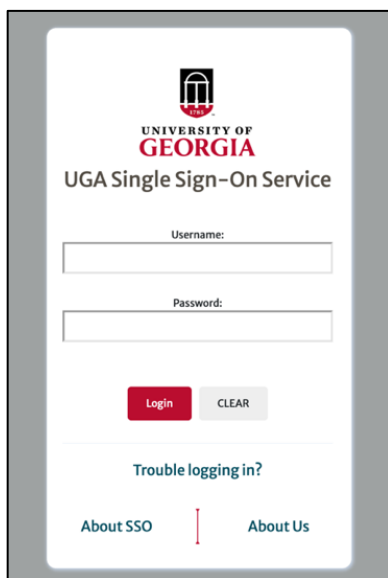
You must be logged into the Terry website using your MyID credentials to edit pages.

To log in, follow these steps:

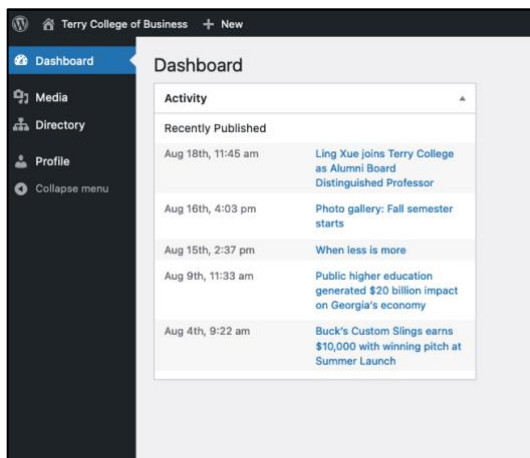
1. Scroll to bottom of the Terry website and locate the **Website Login** link in the footer.



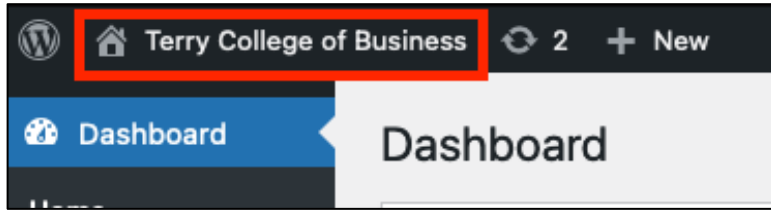
2. Click **Website Login**. The **UGA Single Sign-On Service** page is displayed.



3. Enter your MyID username and password into their respective fields, then click **Login**. You will be prompted to complete two-factor authentication from your mobile device.
4. You are directed to the Terry website's content management system (CMS) after fulfilling the two-factor authentication requirement. This confirms that you are logged into the website and can edit pages.



5. Click **Terry College of Business** in the top-left corner of the content management system to return to the Terry website as a logged-in user.



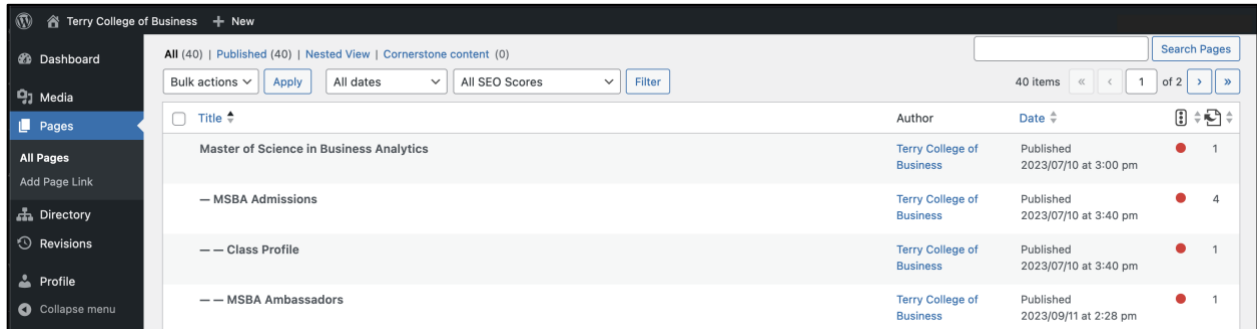
## Locating a Page to Edit

You can edit pages you're responsible for while logged into the website. There are two methods for locating the page you want to edit: locating it in the CMS or locating it directly on the website.

### Locating a Page in the CMS

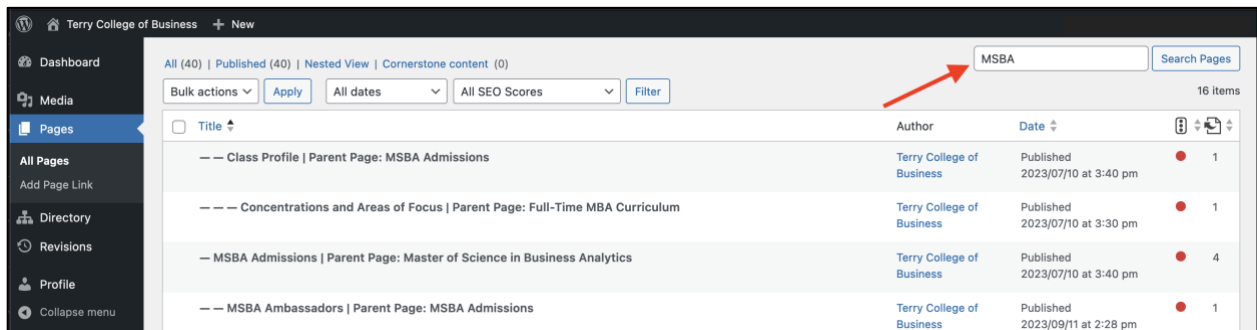
You can use the Terry CMS to locate a page by following these steps:

1. While in the CMS, click **Pages** in the lefthand menu. The **Pages** page is displayed.

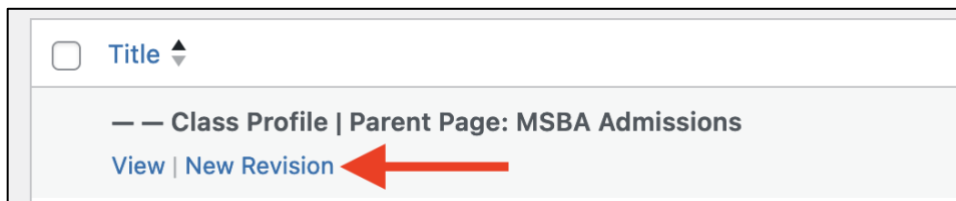


2. Use the search bar in the top-right corner of the page to quickly locate your page. Enter the name of the page, then click **Search Pages**. The search results are displayed in the page list.

**Note:** You will only see the pages permissible for you to edit.

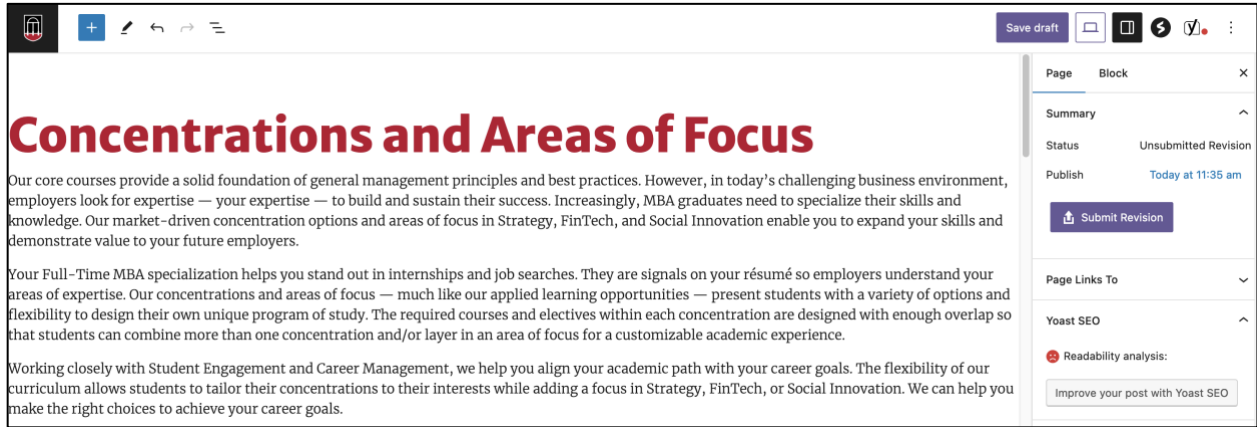


3. Hover over the page you want to edit. The **View** and **New Revision** options are displayed underneath the page title.





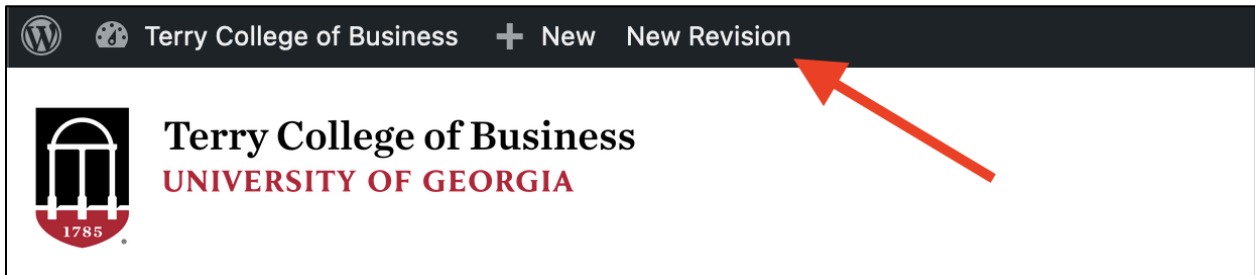
4. Click **New Revision** to open the page editor. This is where you will edit your page and submit it for approval.



### Locating a Page from the Website

When you are logged in, you can edit a page directly from the website without having to navigate the CMS. Clicking **New Revision** directs you to the editor for the current page.

**Note:** The **New Revision** option is only displayed if you have permission to edit the page.



## Editing Pages

Updates to a page are completed using the page editor. This is where you can edit text, add links or images and upload files to a page. The page editor is also where you can preview your changes before publishing, then finally submit your changes once they are complete.

## Page Administration Tools

The page editor view provides options for managing new content on your page. You can undo or redo recent changes, view an outline of the page, preview your changes before publishing, and finally submit the page changes for review.

The screenshot shows a page editor interface with several tools highlighted by red arrows and labels:

- Undo/Redo:** Located in the top left toolbar.
- Outline View:** Located in the top left toolbar.
- Save Draft:** Located in the top right toolbar.
- Preview:** Located in the top right toolbar.
- Publish Date/Time:** Located in the right sidebar, showing "Today at 11:46 am".
- Submit Revision:** Located in the right sidebar.

The page content includes:

- Recruiting and Networking:** Engage emerging talent to promote your company and build relationships with students.
- Georgia Analytics Résumé Book:** Email us at [recruitanalytics@uga.edu](mailto:recruitanalytics@uga.edu) to request the most recent Georgia Analytics Résumé Book for students seeking full-time offers.
- Post Jobs and Opportunities:** We can manage your job and internship postings or you can post them directly in Handshake, our online recruiting system.
- Contact Us:** Email us to learn more or discuss any of our recruiting options. Contact information for Andrew Salinas is provided.

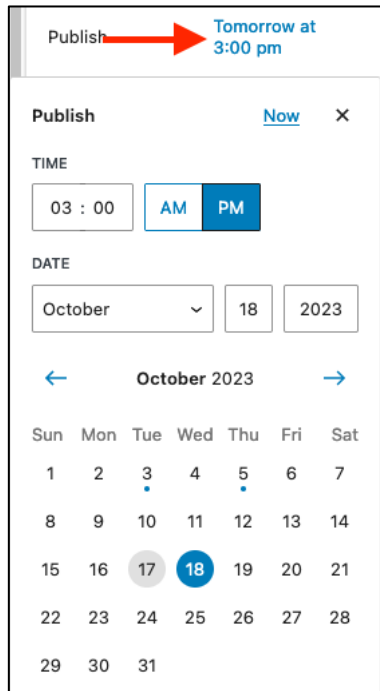
The following options are highlighted in the image above:

- **Undo/Redo:** Undo or redo the last action you took on the page. For example, if you have formatted text and decide you don't want to keep that format, click the **Undo** icon (on the left) to unformat it.
- **Outline View:** When clicked, a panel is displayed on the left side of the page editor with a list of all the content items that are currently on the page including headings, text elements (paragraphs, lists, buttons, etc.), and media (videos, images, etc.). This is useful for locating a specific content item on a large page, as clicking on the element highlights where it is located on the page (see below).

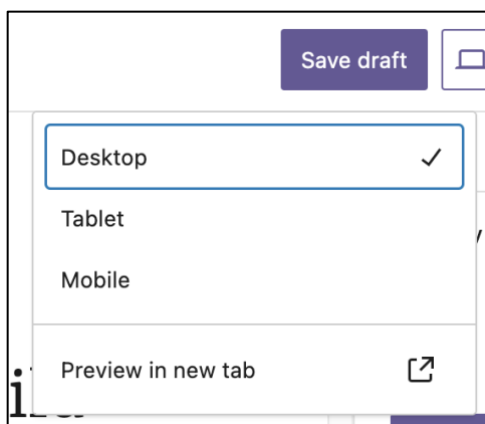
The screenshot shows the Outline View panel on the left side of the page editor. The panel is titled "List View" and "Outline". It contains a list of content items:

- What is considered for your Terry major...
- List
  - List item
  - List item
  - List item

- **Save Draft:** Click **Save Draft** to save your changes but not submit them for approval. This prevents you from losing your changes if you choose to finish them later.
- **Publish Date/Time:** You can adjust the publish date and time if you do not want to publish the changes immediately and instead push page updates to the live site at predetermined time in the future. By default, the page is immediately updated after being approved by OMC. By clicking the date/time in the **Publish** row, you can pick a future time and date for your changes to be published. Even if OMC approves your changes before then, the page will not update until your chosen publish date/time.



- **Preview:** Use this option to preview the page before submitting it. This allows you to see how your new content will look once published live. You can preview the page as it looks on a desktop browser, tablet, and mobile device. After selecting this option, click **Preview in new tab** to open a new browser tab with your unpublished changes.

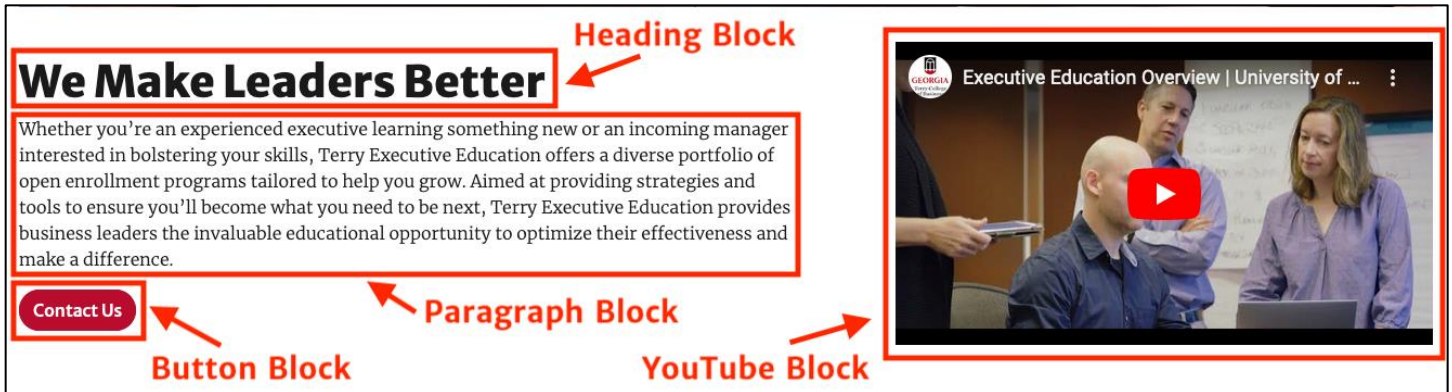


- **Submit Revision:** Click **Submit Revision** when you are finished editing and the page is ready to be published. The revisions will be reviewed by the Web Team and will be published to live site after approval. You will be informed if the edits are rejected.

## Using Blocks

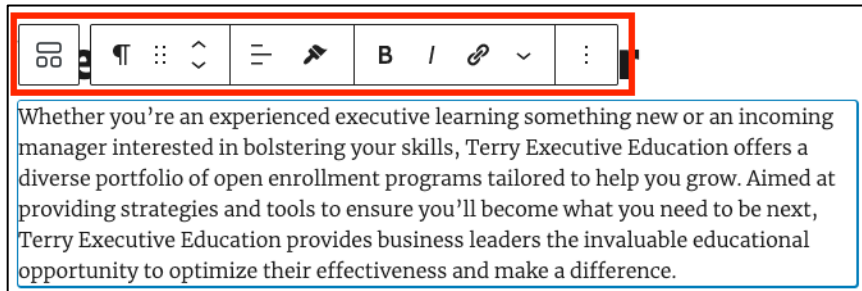
The Terry website uses WordPress Blocks for placing content on pages. All content is created and managed within blocks including headings, images, ordered lists (bulleted and numbered), and button links.

In the example below, the introductory content on the Executive Education home page is built with four different blocks: a [Heading block](#), a [Paragraph](#) block, a [Button](#) block and [YouTube](#) block.

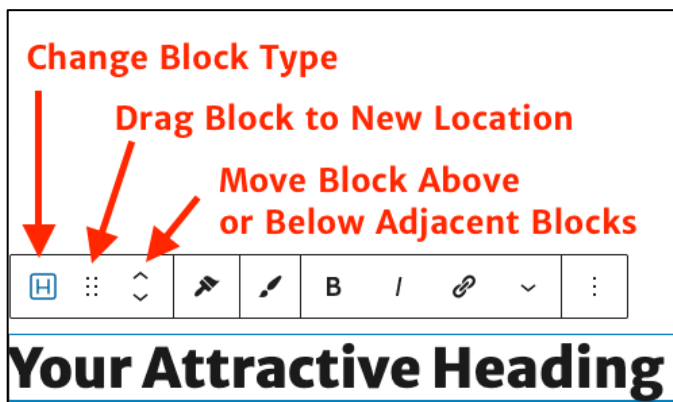


Clicking on a block displays two items used for customizing the block's content:

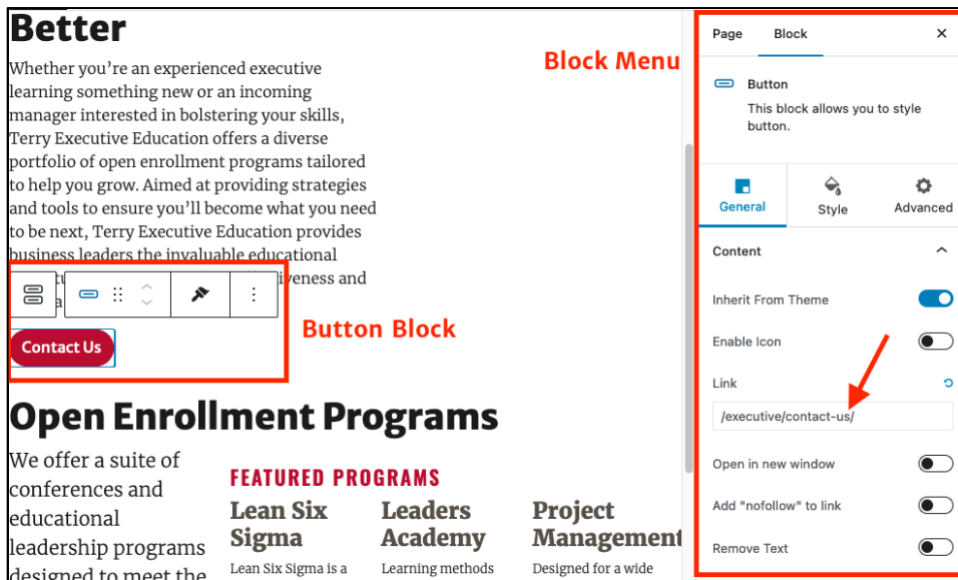
- **Toolbar:** The toolbar contains many of the block's primary editing options. For example, the Paragraph block toolbar contains basic formatting options (Bold and Italic), linking, and alignment.



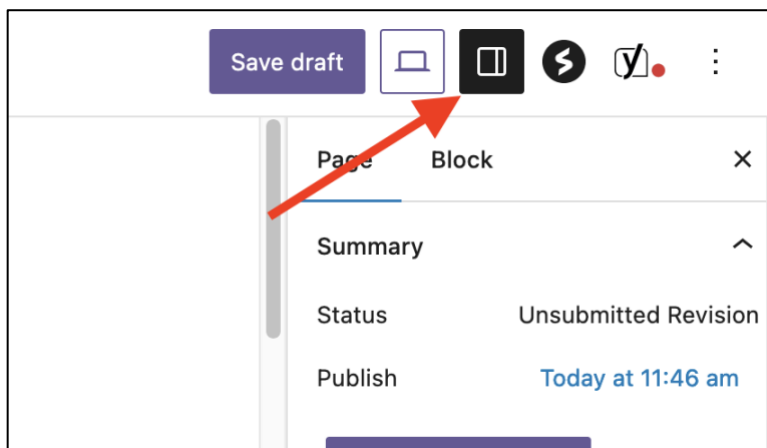
While the toolbar options vary from block to block, all toolbars have the option to transform the selected block into another applicable block (such as a Paragraph block into a Heading block, or vice-versa) and to move the block above below an adjacent block on the page.



- Block Menu:** A block menu is displayed for the selected block on the righthand side of the page editor. This menu contains additional options beyond what is provided in the toolbar. For example, the field for assigning a link to a Button block is in its block menu, as shown below.



To open or close the menu, click the **Settings** icon in the top-right corner while in the page editor.

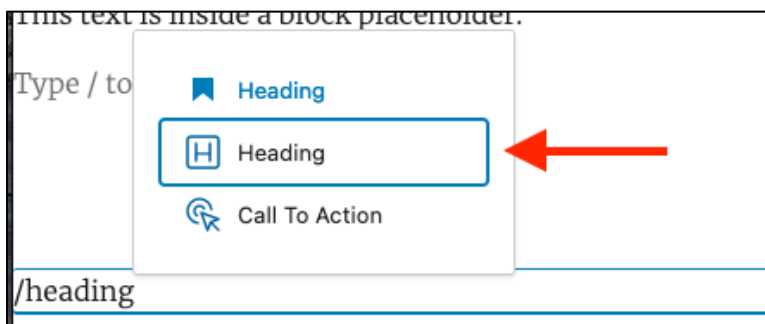


## Choosing a Location for a Block

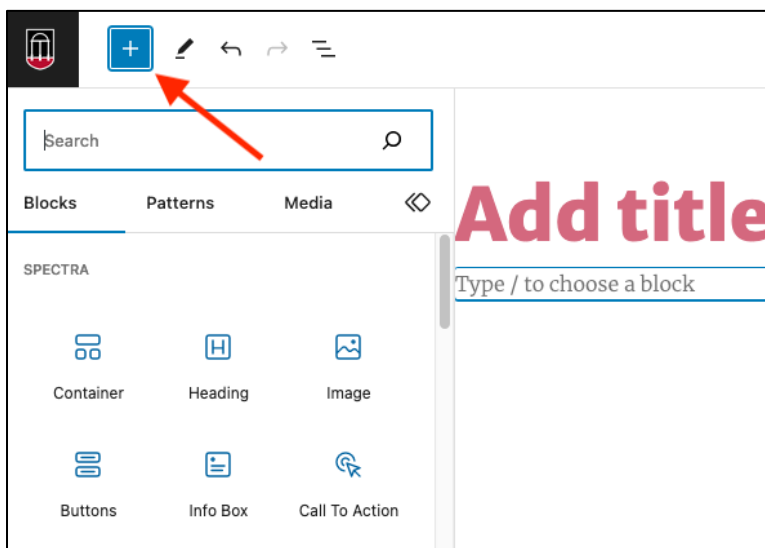
Blocks can be placed in most areas of a page. Clicking on a blank area of a page in the editor displays a placeholder for a new block. This placeholder can be used to either write paragraph text, which automatically turns it into a Paragraph block, or turned into a different block type.



To change the placeholder to another block type, select it and enter / followed by the name of the block. For example, the Heading block is created by entering **/heading**. The Heading block option is displayed and placed on the page once selected.



Alternatively, you can also select the **Toggle Block Inserter** in the top-left corner of the page editor to display a list of available blocks. Click the block you want to use to apply it to the placeholder.



This guide provides the names of common blocks that you will likely use when editing pages. Contact the Web Team if you are unsure about which block to use on a page.

## Basic Text Editing

### Headings


Headings are beneficial to the presentation of content as they break up large amounts of text and provide organization to your copy.

Heading structure is hierarchical. Headings are designed to be used in a specific order, starting with Heading 1 (this is always the **Title** field and should not be used from within the Heading block) and cascading down to Heading 6. The lower-numbered heading is always used first. For example, a portion of related copy can be assigned a Heading 2, then broken up with Heading 3s to give the content a structured format.

## Overview ← Heading 2

Six Sigma is an enterprise-wide, data-driven methodology used to improve products and processes by increasing operational efficiencies and enhancing the customer experience. Terry's combination of online content, in-person instruction, and coaching brings together participants from diverse industries who strive for flawless execution, continuous process improvement, and peak operational efficiency within their companies.

This self-paced online course introduces Lean Six Sigma principles and definitions, quality, and the DMAIC roadmap. Equip yourself with an in-depth focus of Lean Six Sigma's Define stage to learn more about Voice of the Customer and Project Charter.



### Who Will Benefit ← Heading 3 (sub-topic of Heading 2)

- Individual contributors
- Supervisors
- Analysts
- Project leaders
- Leaders who want to implement change in their organizations
- Executives who may be overseeing improvement projects

The headings below show the defined style for each heading level on the Terry website, including the Normal format that is used for standard, non-heading paragraph text.

# Heading 1 (Page Title)

## Heading 2

### Heading 3

#### Heading 4

##### Heading 5

###### Heading 6

Regular non-heading text

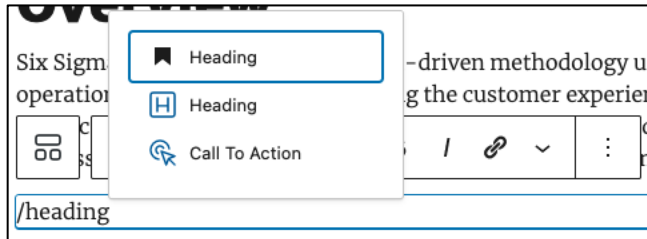
Headings do not need any additional formatting (bolding, italics, etc.) once they are added to a page. They also cannot be formatted as a link.

To create a heading, follow these steps:

1. Create a new placeholder for a block. The placeholder text (“Type / to choose a block”) is displayed.



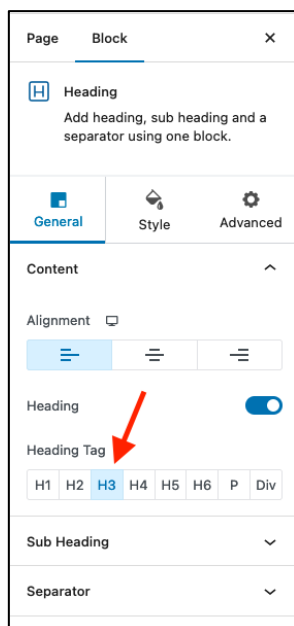
2. Type **/heading** in the placeholder. A list of heading block options is displayed.



3. Select the second **Heading** block option (it has a blue H as its icon). A heading is created for the block with a default setting of H2. You can change this later.

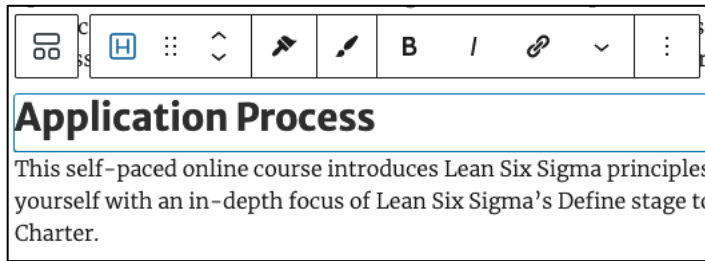


4. Replace “Your Attractive Heading” with your desired heading.
5. In the block menu, select the desired heading level in the **Heading Tag** section of the **Block** tab. For example, if you want to use a Heading 3, select **H3** as shown below. Remember, headings are used to create hierarchy, not to style text. Always select the correct heading level and styling can be applied later.





The heading is reformatted to reflect the selected heading.



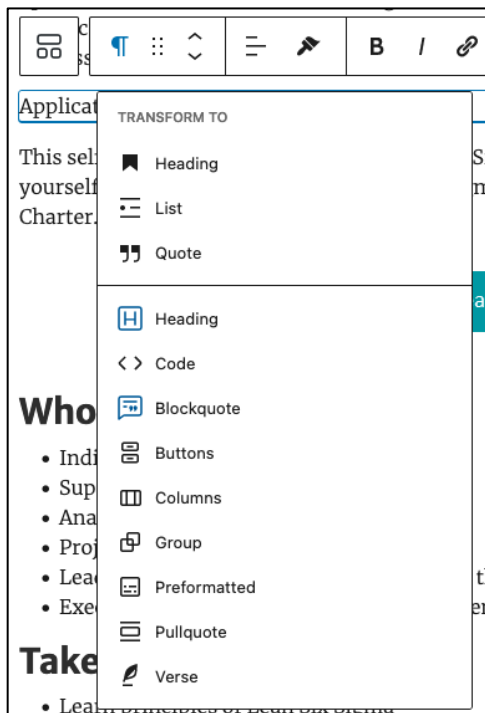
### Existing Text as Headings

Paragraph text that already exists on a page can be converted to a heading by following these steps:

1. Select a paragraph block with the text you want to convert to a heading



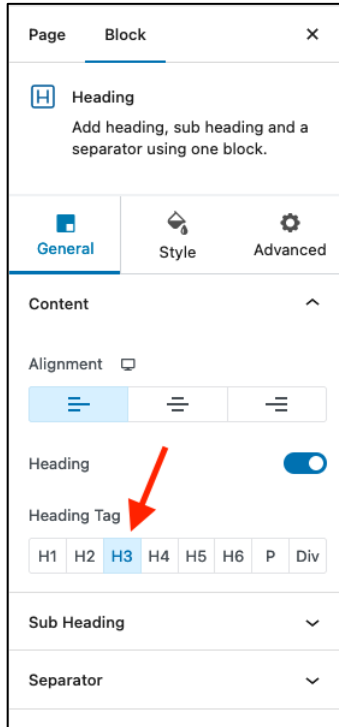
2. Click the **Paragraph** icon in the formatting toolbar to display a list of blocks to which the text can be converted.



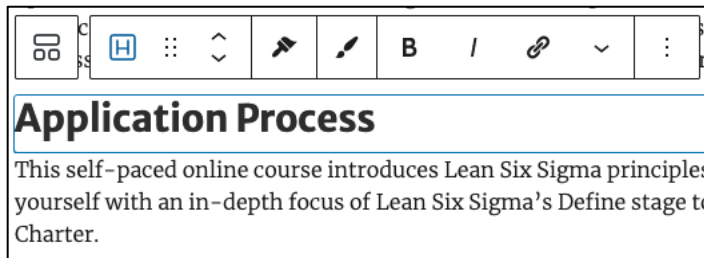
3. Select the second **Heading** block option (it has a blue H as its icon). The text is converted to an H2 by default.



4. In the block menu, select the desired heading level in the **Heading Tag** section of the **Block** tab. For example, if you want to use a Heading 3, select **H3** as shown below.



The heading is reformatted to reflect the selected heading.

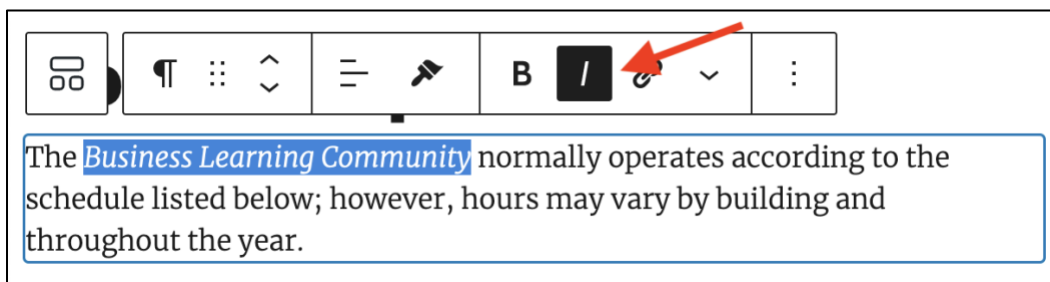


## Paragraphs

Paragraphs are the most basic and common block. Paragraphs contain simple text with some simple formatting options which are common among all word processing.

### Bold and Italics

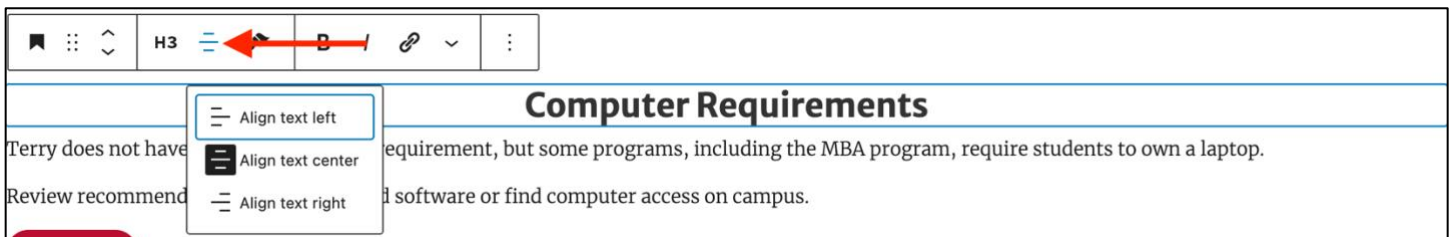
Use the **Bold** and **Italic** icons in the formatting toolbar to bold or italicize your text.



### Alignment

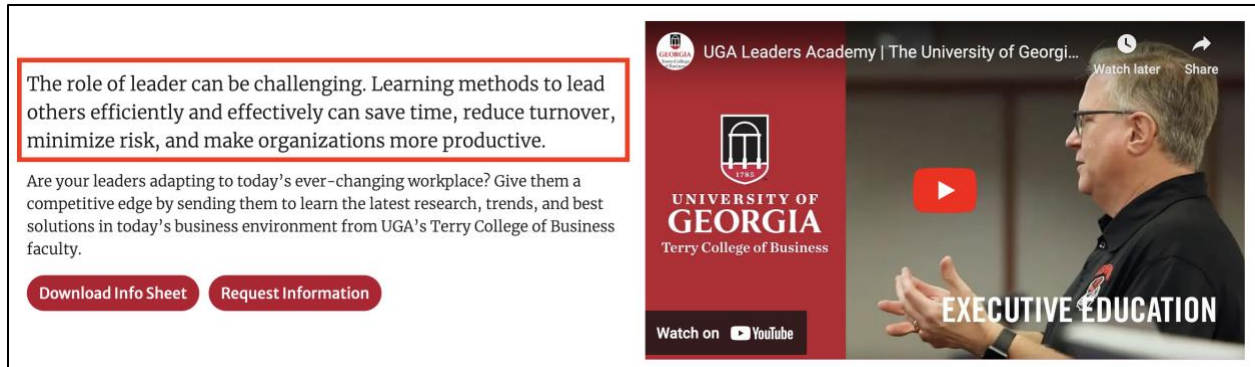
You can adjust the alignment of text by using the **Align Text** option.

**Note:** Text alignment is not commonly used and is typically limited to centering headings. Contact the Web Team if you are uncertain about the alignment of a text item.



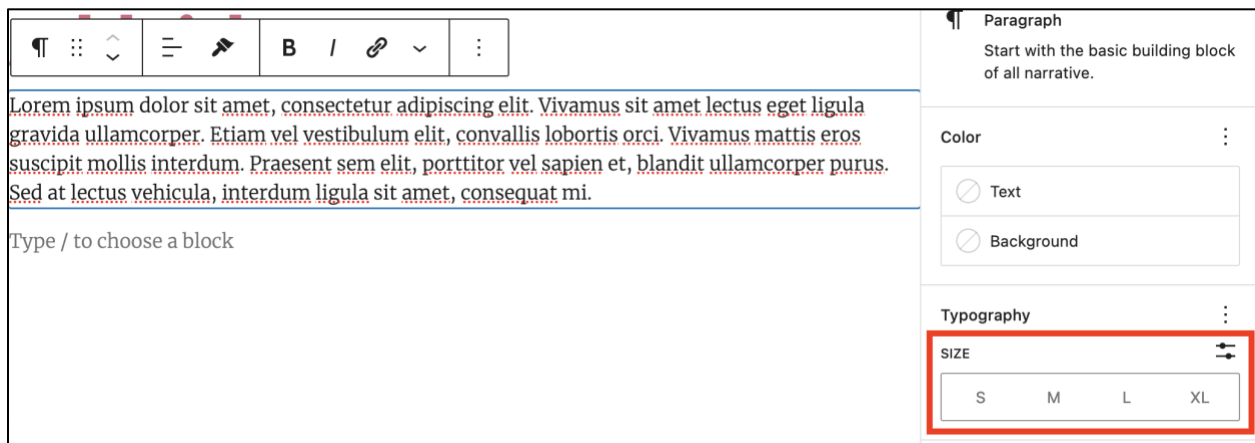
## Resizing Text

Paragraph text can be made larger than the standard size. This is useful when you want a sentence or paragraph to stand out from the rest of the text of the page. Larger text is typically reserved for use as an introduction at the top of the page (see image below).



The larger text (outlined in red) serves as an introductory paragraph for the content on this page.

To adjust the size of the text, select the paragraph you want to resize, then select a size in the **Typography** section of the righthand menu. The most used sizes are Medium and Large as content introductions at the top of pages.



The ideal text size is dependent on the content. Contact the Web Team if you are uncertain which size you should use.

## Degrees and Programs

The Terry College of Business offers a top-ranked undergraduate program, a minor in business, eight certificates and specializations, a range of specialized master's degrees and MBA program formats, and eight areas of PhD study.



Medium Size Text (page located [here](#))

## Project Management Certificate



Learn in-demand management skills and advance your career with the University of Georgia Project Management Certificate program.

Large Size Text (page located [here](#))

For more information, see WordPress' the official [Paragraph Block](#) documentation.

## Lists

The **List** block is used to create lists of text items in either a bulleted or numbered format. The List block provides the following list formats:

- **Numbered list:** Content is organized in an ordered, numerical order.

### Application Process

1. Complete your application to the program
2. Submit your GMAT scores
3. Select your specialization
4. Contact the program to confirm your application was received

- **Bulleted list:** Content is organized by an unordered, bulleted list.

### Year 1 (Freshman)

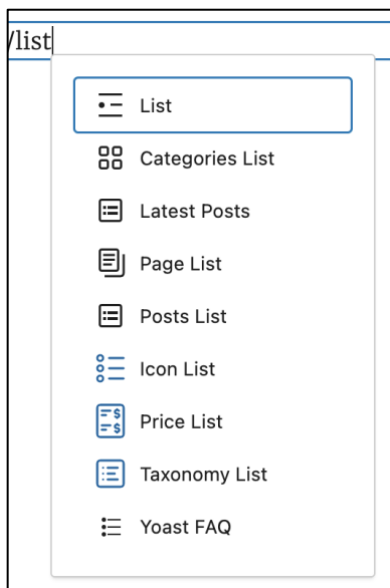
- Take an assessment at UGA Career Center
- Attend Terry student events
- Connect with upperclassmen who are following the path you want to follow
- Interact with professors to build your confidence in working professionally with adults
- Join an organization that you find interesting
- Find a mentor in an older student, faculty/staff member, or alumni
- Develop your résumé

To create a list, follow these steps:

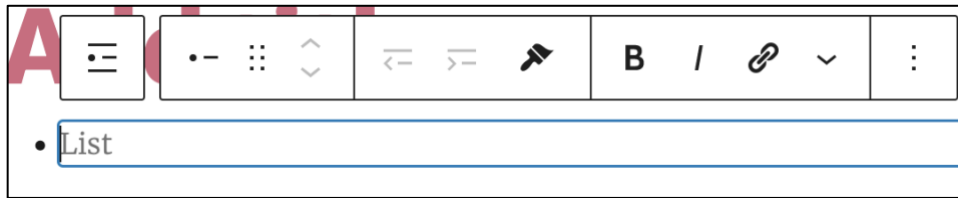
1. Create a new placeholder for a block. The placeholder text (“Type / to choose a block”) is displayed.



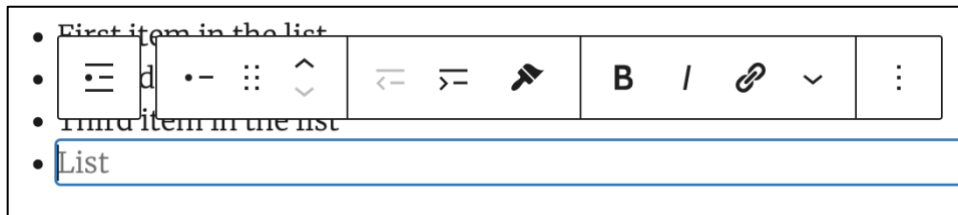
2. Type /list in the placeholder. A list of heading block options is displayed.



3. Select the **List** block. The toolbar for the **List** block is displayed.

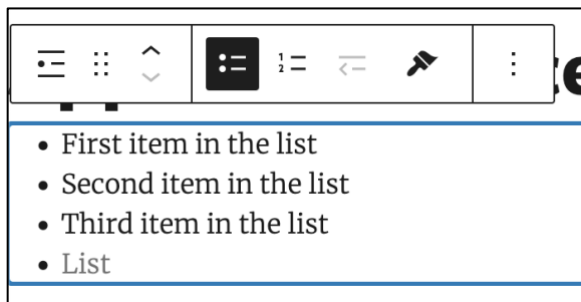


4. By default, the **List** block is set to bulleted lists. If you want to create a bulleted list, enter the text, then press enter to create another row in the list.



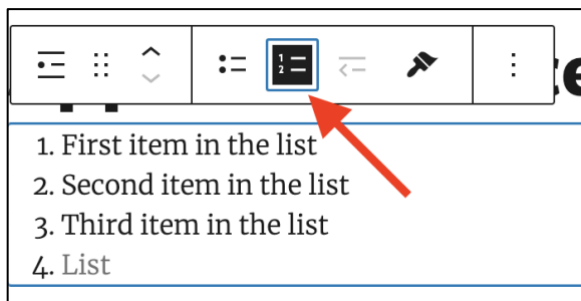
If you instead want to create a numbered list, follow the remaining steps.

5. To create a numbered list, click **Select List** in the toolbar (the leftmost option). The list options are displayed.



6. Click the **Ordered List** icon. The list is converted to a numbered list (the bullets change to numbers).

**Note:** A list type can be selected before the list text is created, or the list text can be created and then converted into the desired list type as demonstrated in the steps above.

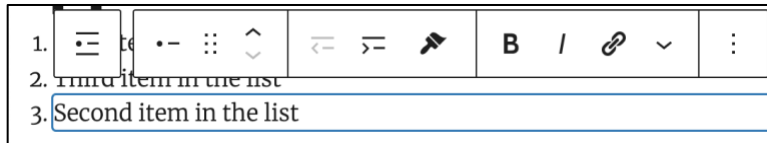


7. Enter the text, then press **Enter** to create another row in the list. Numbering is automatically applied.

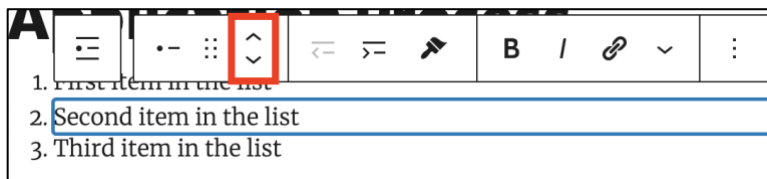
## Reordering Lists

List items can be reordered without copying and pasting text. To move a list item, follow these steps:

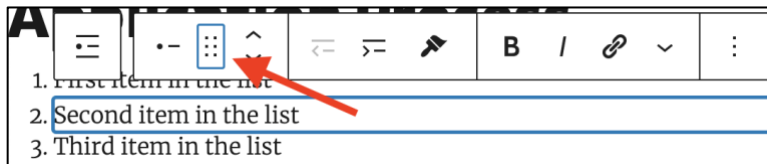
1. Click the list item you want to move.



2. Use the Up and Down arrows to move the list item to the desired location. Numbering is automatically updated if you are reordering a numbered list.



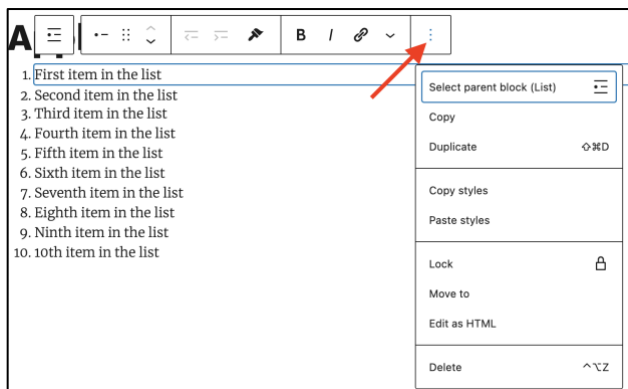
For longer lists, click and hold the **Drag** icon (the icon with six dots), then move the list item to the desired location.



## Deleting List Items

To delete a list item but not the entire list, follow these steps:

1. Click the list item you want to delete.
2. Click the **Options** icon in the formatting toolbar (the rightmost icon with three dots). A menu of options is displayed.



3. Click **Delete**. The list item is removed from the list. The remaining list items are not deleted.

For more information, see the official [List Block](#) documentation.

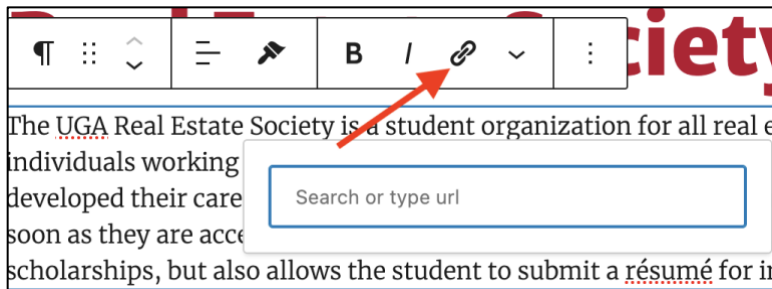


## Creating Links

Links are commonly used and can direct users to another page on the Terry website, an external website or a location on the same page. Any portion of text can be made into a link, although it is advised to not create a link within a heading and limit links to paragraph text.

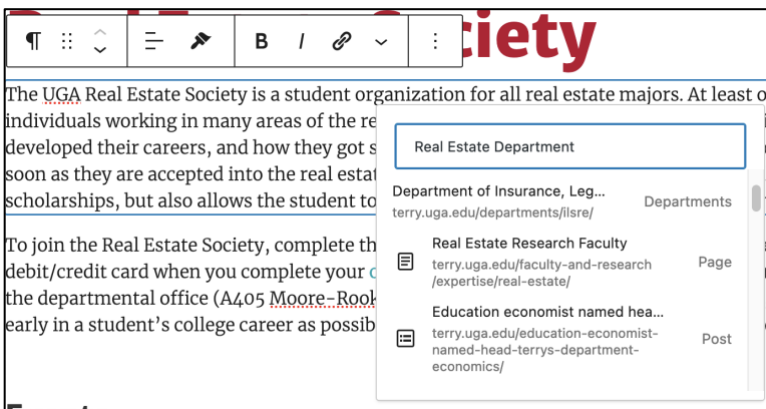
To create a link, follow these steps:

1. Highlight the text you want to make into a link.
2. While the text is highlighted, click the **Link** icon in the toolbar. A window with a search field is displayed.

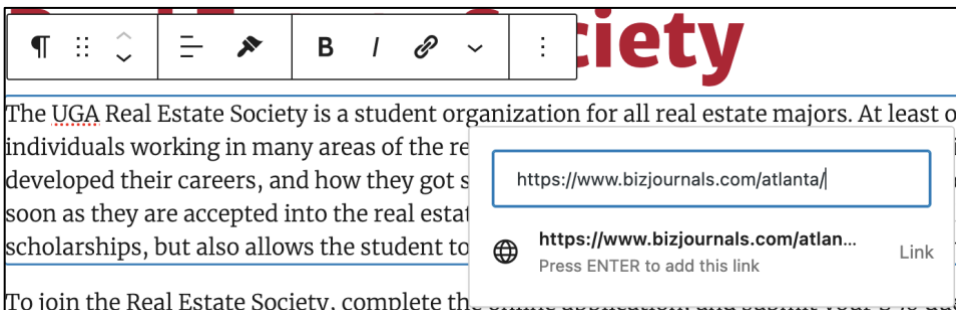


3. Enter the URL of the page you are linking.

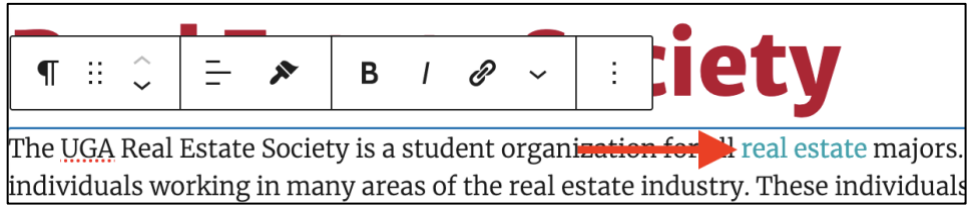
- If you are linking to another page on the Terry website, enter the page name in the search field. The search results are displayed as you type. Select the page to which you want to link.



- If you are linking to a page outside of the Terry website, enter its entire URL in the search field (including the http:// or https:// prefix).



4. Press Enter to apply the link to the text. The text color changes to blue when the link is applied. After publishing the page, website visitors will be directed to the linked page.



Note: Links should only open in a new tab or browser window in rare, specific circumstances (i.e. when a user is in the middle of completing a form and we don't want them to lose the information that has already been entered).

## Buttons

The **Buttons** block is used to create links with more visibility than a standard text link. Buttons are useful when you want to emphasize a link more prominently than link text.

# Apply for Jobs & Internships

## Forage

Provides virtual work experience programs that give students the opportunity to learn career skills from Fortune 500 companies like Accenture, Citi, Deloitte, GE, J.P. Morgan, KPMG, Goldman Sachs, Microsoft, and more!

[Learn More](#)

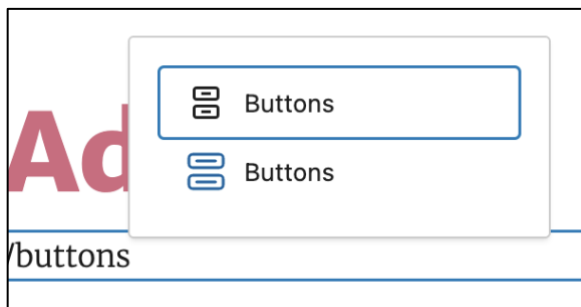
Buttons typically contain simple, action-based text such as “Learn More” or “Register”.

To create a button, follow these steps:

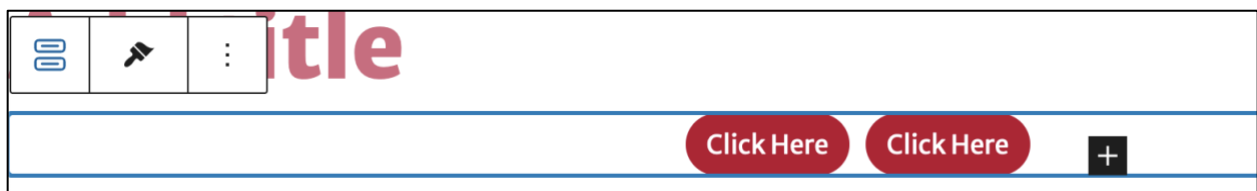
1. Create a new placeholder for a block. The placeholder text (“Type / to choose a block”) is displayed.



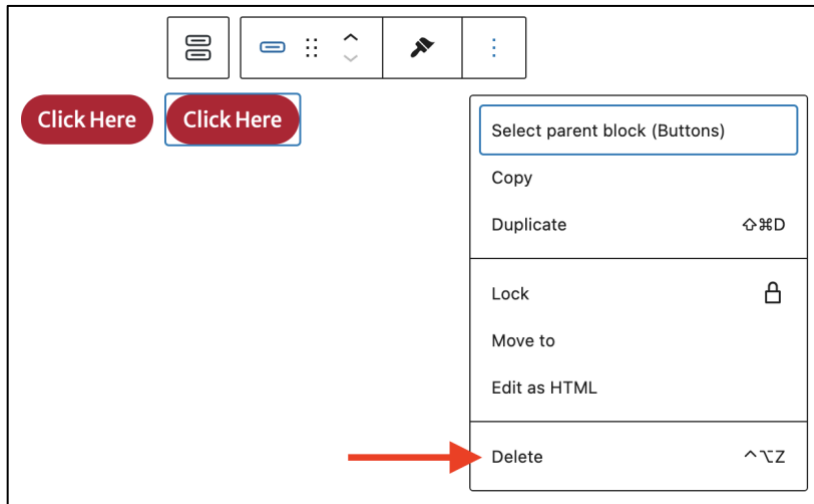
2. Type **/buttons** in the new block text field. Two button options are displayed.



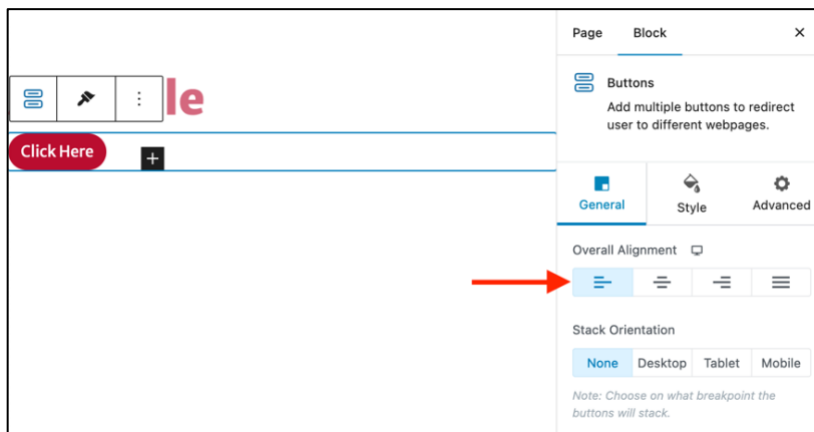
3. Select the second **Buttons** option (it has a blue icon). Two center-aligned red buttons are displayed.



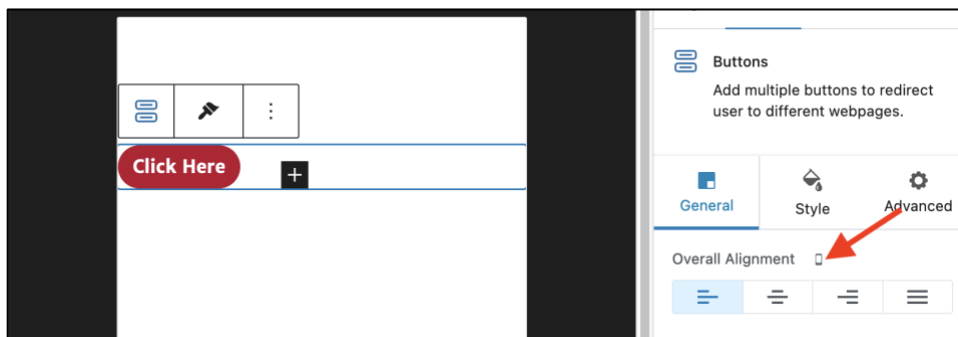
4. By default, the **Buttons** block generates two buttons. To delete a button, click on it, select the rightmost option (the icon with three dots) in the toolbar, then click **Delete**. The button is deleted, leaving one remaining button.



5. Buttons on the Terry website are typically left-aligned. To do this, select the entire **Buttons** block (not the single button). In the block menu, click the left-align option under **Overall Alignment**.



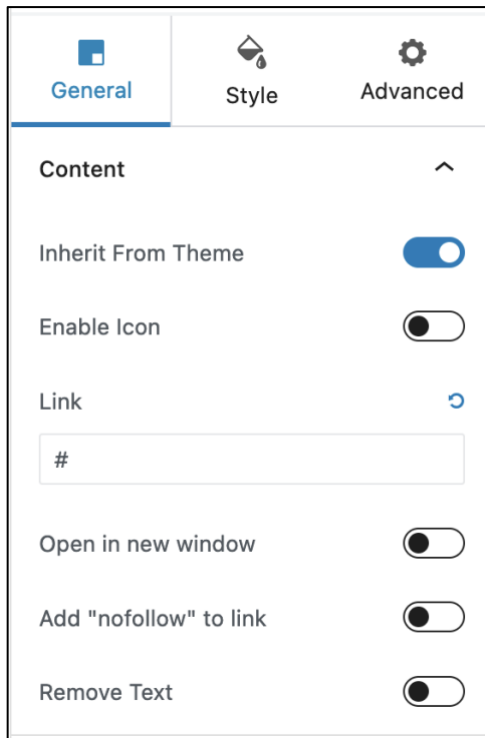
**Note:** Left-aligned buttons on desktop view must also be left-aligned on mobile and tablet view. To do this, click the small icon to the right of **Overall Alignment**, select the device type (the order from left to right is desktop, tablet and mobile), then click the left-align option for this view.



6. You must now provide a link for the button. To do this, click on the button. The button's block menu is displayed.

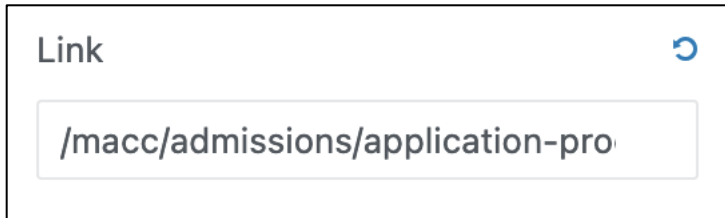


7. Under the **General** tab, click the **Content** menu to display the button. A list of customization options is displayed.



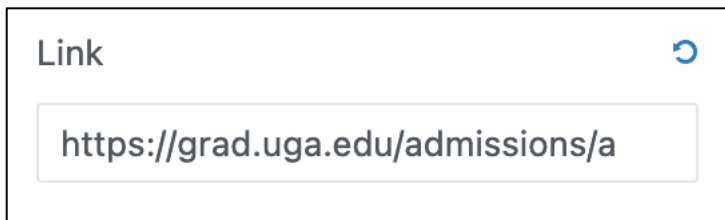
8. In the **Link** field, enter the URL of the page or file to which you want to direct visitors when they click the button.

- If you are linking to another page on the Terry website, you only need the URL path after <https://www.terry.uga.edu>. For example, if you are linking to <https://www.terry.uga.edu/macc/admissions/application-process>, enter **/macc/admissions/application-process**.



A screenshot of a 'Link' field. The word 'Link' is at the top left, and a refresh icon is at the top right. Below it is a text input box containing the text '/macc/admissions/application-pro'.

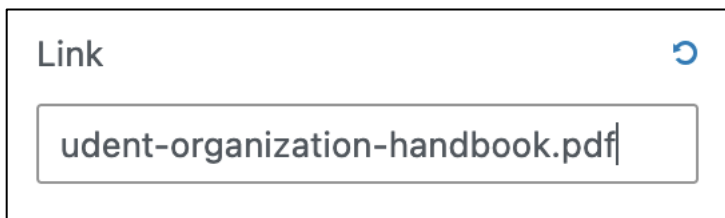
- If you are linking to a page outside of the Terry website, enter the page's entire URL, including its <http://> or <https://> prefix.



A screenshot of a 'Link' field. The word 'Link' is at the top left, and a refresh icon is at the top right. Below it is a text input box containing the text 'https://grad.uga.edu/admissions/a'.

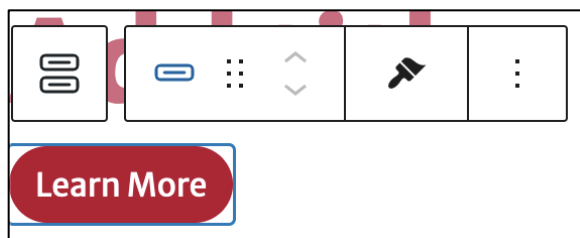
- If you are linking to a file (in most cases a PDF file), you must first upload the file to the website's CMS. Once the file is uploaded, copy its entire URL and paste it in the **Link** field.

**Note:** Refer to [Uploading Files](#) for more information on uploading files to the website.



A screenshot of a 'Link' field. The word 'Link' is at the top left, and a refresh icon is at the top right. Below it is a text input box containing the text 'udent-organization-handbook.pdf'.

9. Click inside the button to change the text.



## Uploading Files

Pages can include file attachments that users can download. This is useful for including relevant forms on a page, such as a PDF registration form or program brochure.

Files can be uploaded to the website either in the Media Library or in the page editor using the **File** block. When a file is uploaded, it is assigned its own URL that can be used as a link, allowing visitors to download the file when the link is clicked.

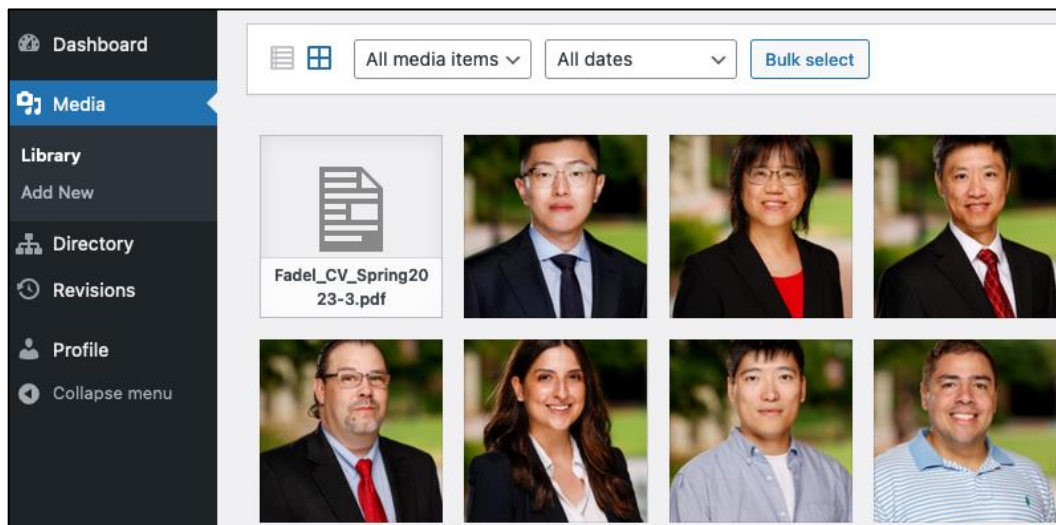
The maximum allowed file size is 128 MB.

## Uploading Files from the Media Library

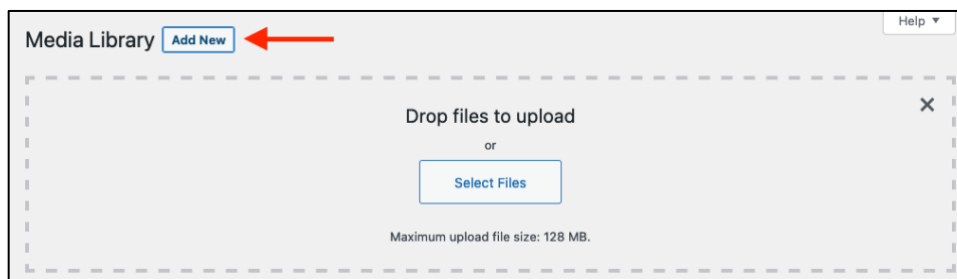
You can upload a file to the website directly through the Media Library instead of uploading it while working on a page.

To upload a file from the Media Library, follow these steps:

1. While in the CMS, click Media in the menu. The **Media Library** is displayed with a list of the files that were most recently uploaded.

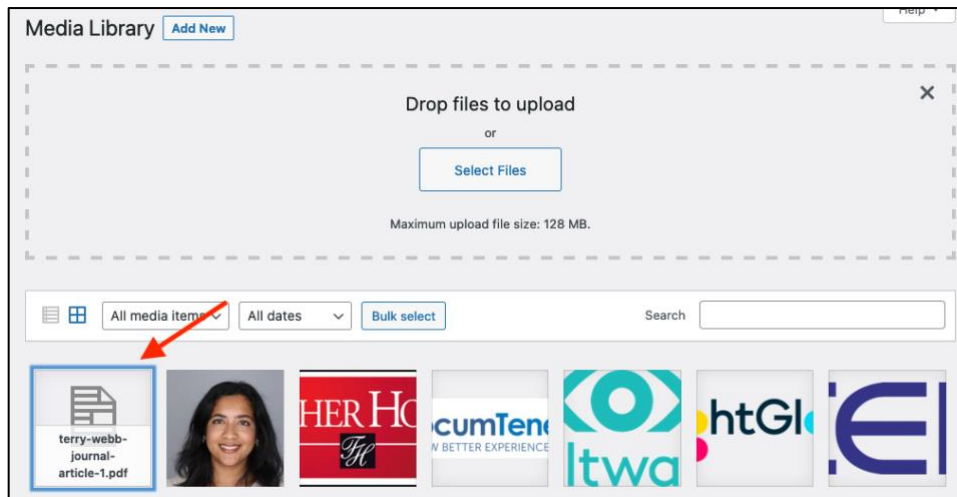


2. Click **Add New**. An area for uploading new files is displayed.



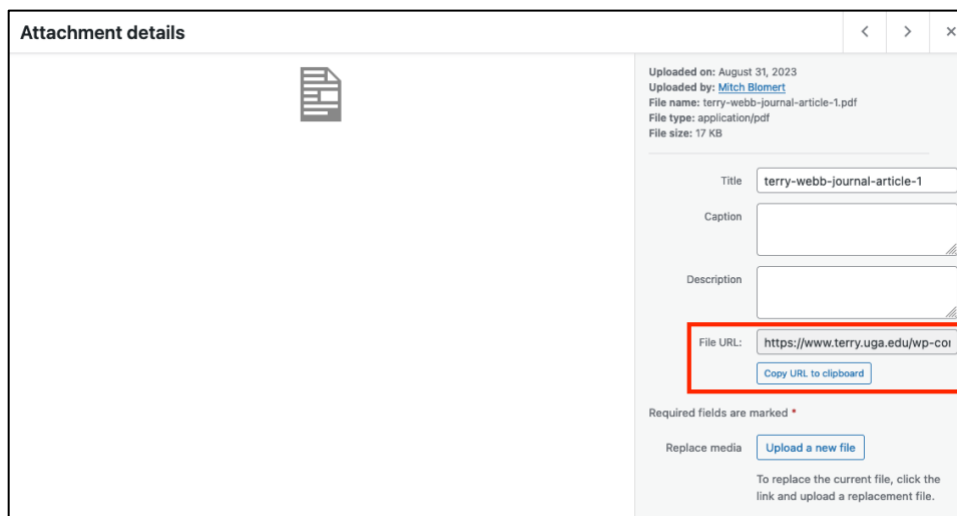
3. You can upload your file by locating it in your computer's file explorer, then dragging the file into the area provided (bordered with a dotted line). Alternatively, you can click the **Select Files** button to open a file explorer window and navigate to the location of your file.

After uploading the file, it is displayed in the **Media Library** as the newest upload.



4. When you upload a file to the Terry website, it is assigned its own URL that can be used as a link on pages. When a visitor clicks the link (either as a text link or a button), they are directed to the file. This is useful when uploading PDF files such as a program brochures or curriculum vitae.

To access the file's URL, click the file in the Media Library to display an **Attachment Details** window. The file's URL is displayed in the **File URL** field. Click **Copy to clipboard** to copy the URL so it can be pasted on a page as a link or button.





## Uploading Files from the Page Editor

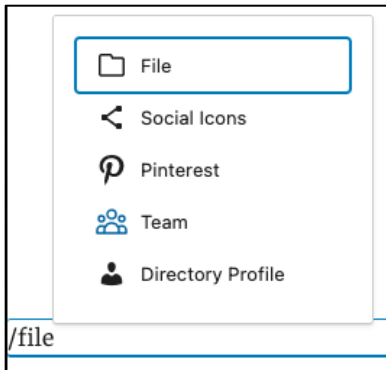
If you are working in the page editor, you can upload a file to the Terry website without having to leave the page to access the Media Library. This is done by using the **File** block.

To upload a file while in the page editor, follow these steps:

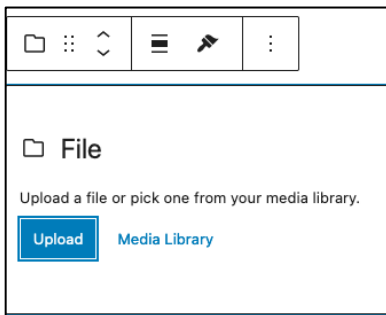
1. Create a new placeholder for a block. The placeholder text (“Type / to choose a block”) is displayed.



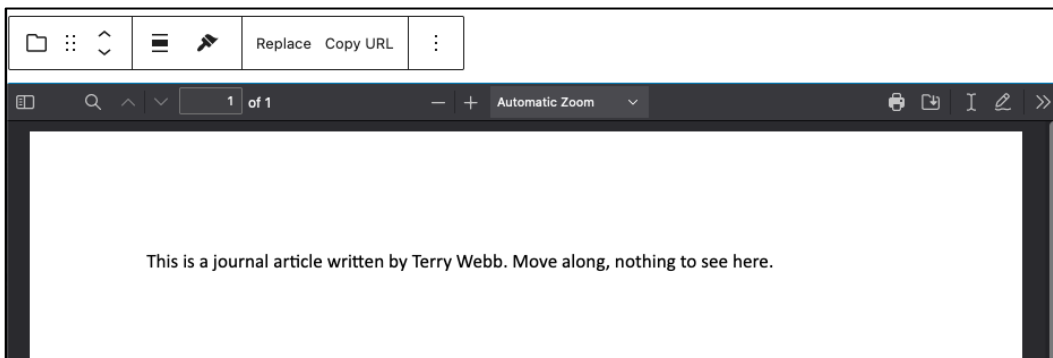
2. Enter **/file** in the placeholder. A list of block options is displayed.



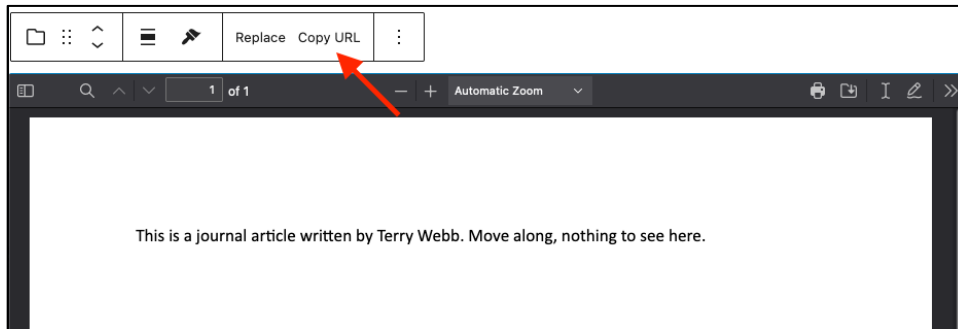
3. Select the **File** block. The block is added to the page.



4. Click **Upload** to open a file explorer on your computer.
5. Select the file from your file explorer. The file is displayed in a window within the **File** block on the page.

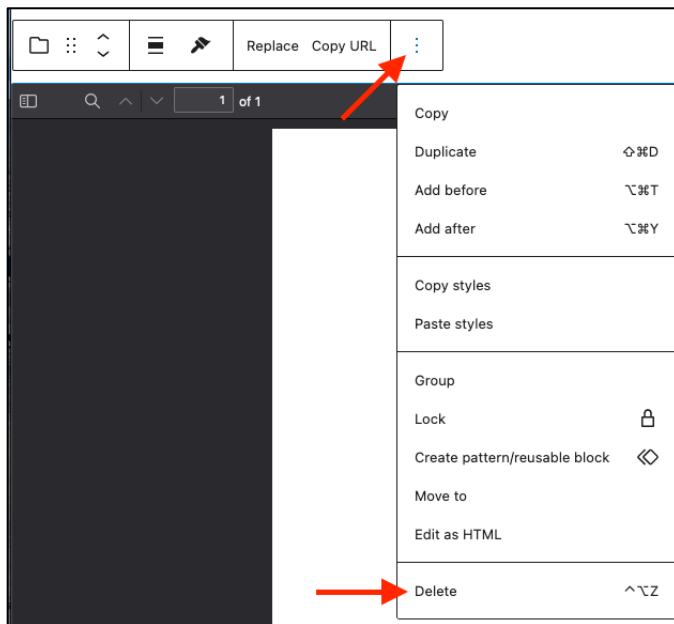


- Files are typically accessed by visitors as links and are not displayed on the page itself, so it is not necessary to keep the **File** block on your page. Before you delete the block, click **Copy URL** in the toolbar to copy the file URL. You can then paste it in a link or button.



- After you have copied and pasted the file URL, you can safely delete the **File** block. Click the rightmost icon in the toolbar (the icon with three dots), then click **Delete**. The **File** block is removed from the page.

**Note:** The file can still be accessed from the Media Library, if you need to copy its URL in the future.



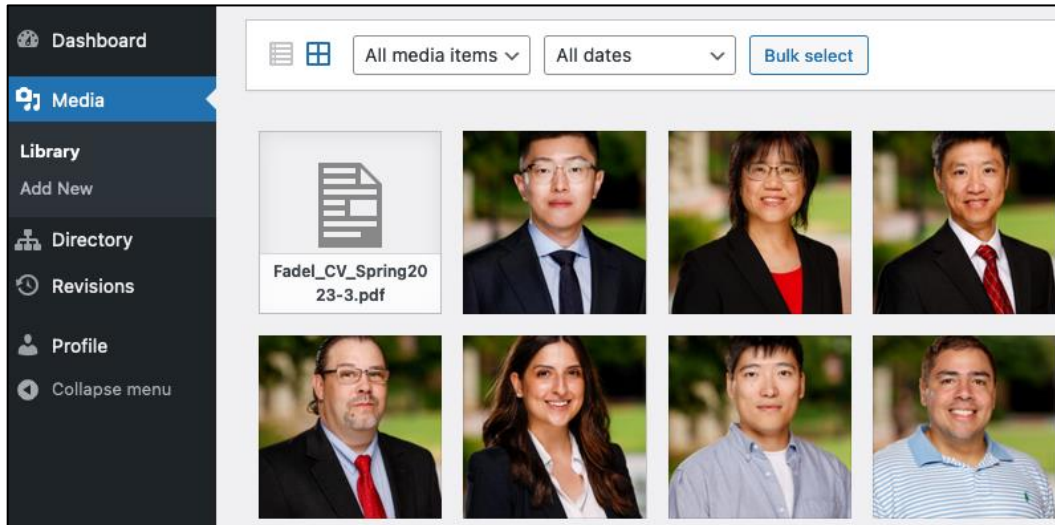
## Replacing an Existing File

Files can be replaced if a new version of it has been created and needs to be linked in the same place as the old version. When you replace a file, all links (except buttons; see note below) that directed the visitor to the old file will be automatically updated with the new file.

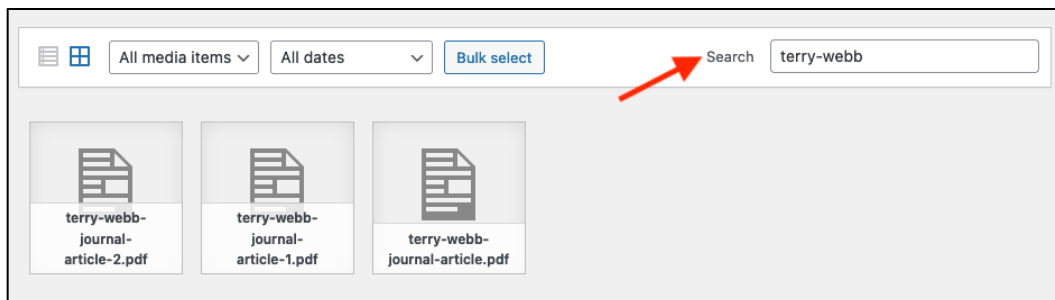
**Note:** Buttons are not automatically updated. You will have to manually apply the new file's URL to the button.

To replace an existing file, follow these steps:

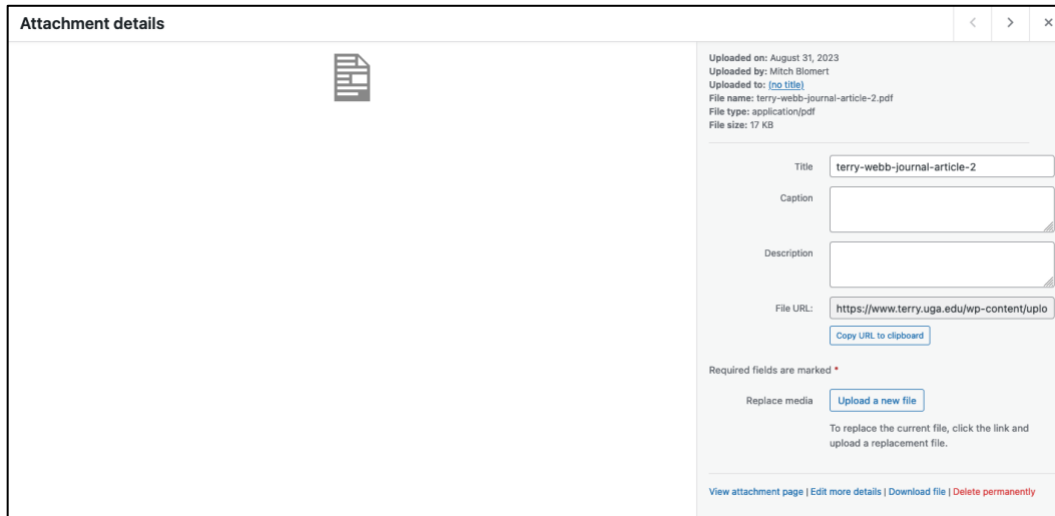
1. While in the CMS, click **Media** in the menu. The **Media Library** is displayed with a list of the files that were most recently uploaded.



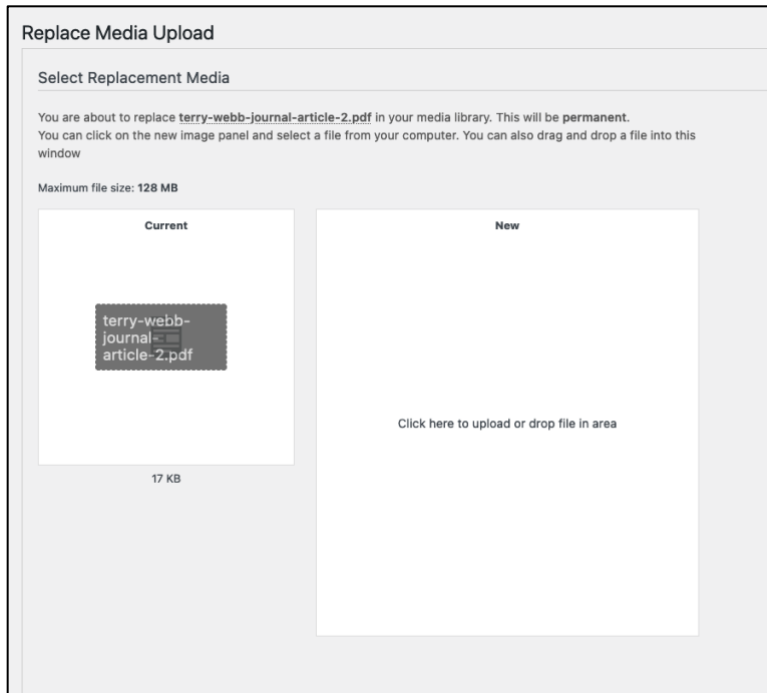
2. Use the **Search** tool to find the file you want to replace. The Media Library is filtered to display only the files found in the search results.



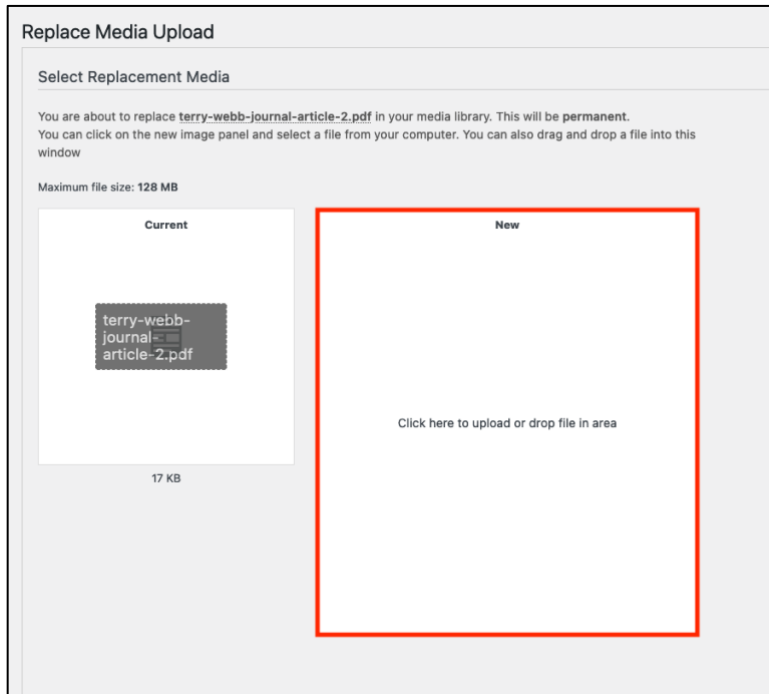
3. Select the file you want to replace. The file's **Attachment Details** window is displayed.



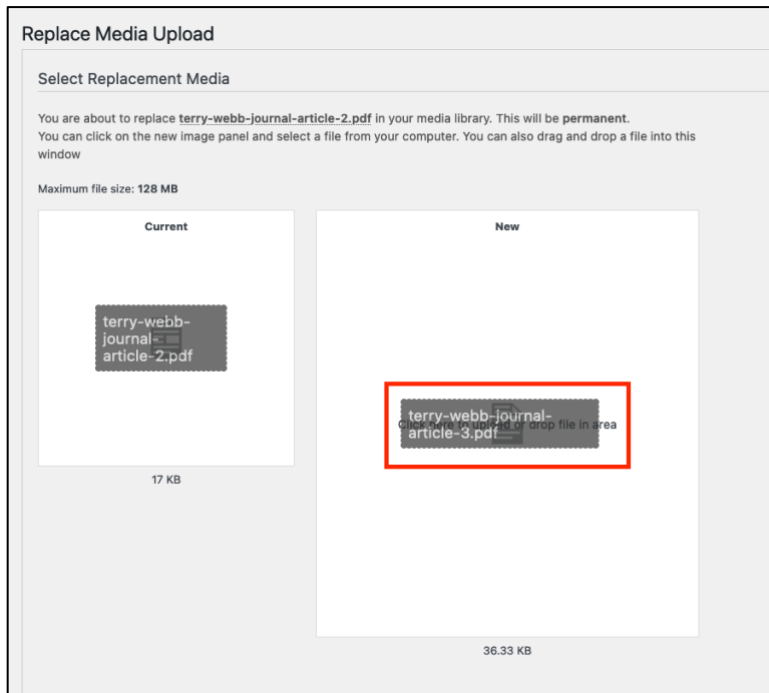
4. Click **Upload a new file**. The **Replace Media Upload** page is displayed.



5. You can upload the file by locating it in your computer's file explorer, then dragging the file into the **New** box. Alternatively, you can click anywhere in the **New** box to open a file explorer window and navigate to the location of the new file.



The file is displayed in the **New** box after it is uploaded.



6. Under **Replacement Options**, select **Replace the file, use the new file name, and update all links**. When this option is selected, any links (except for buttons) on the website that directed to the old file will now instead direct to the new file without having to manually update the link.

**Note:** Buttons are not automatically updated. You will have to manually apply the new file's URL to the button.

### Replacement Options

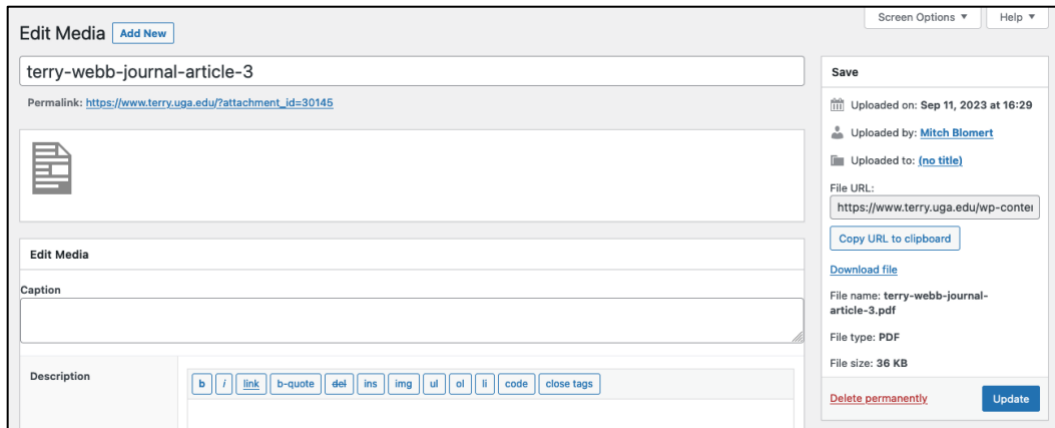
Just replace the file

Note: This option requires you to upload a file of the same type (pdf) as the file you want to replace. The attachment name will remain the same (terry-webb-journal-article-2.pdf) regardless of what the file you upload is called. If a CDN is used, remember to clear the cache for this image!

Replace the file, use the new file name, and update all links

Note: If you enable this option, the name and type of the file you are uploading will replace the old file. All links pointing to the current file (terry-webb-journal-article-2.pdf) will be updated to point to the new file name. (If other websites link directly to the file, those links will no longer work. Be careful!)

7. Click **Upload**. A message is displayed that you will be redirected to the **Edit Media** page in five seconds, after which the page is displayed. This confirms that the file is updated and has replaced the old version.



The screenshot shows the WordPress 'Edit Media' interface for a PDF file named 'terry-webb-journal-article-3'. The title field contains the file name, and the permalink is 'https://www.terry.uga.edu/?attachment\_id=30145'. The 'Save' panel on the right displays upload details: 'Uploaded on: Sep 11, 2023 at 16:29', 'Uploaded by: Mitch Blomert', and 'Uploaded to: (no title)'. The 'File URL' is 'https://www.terry.uga.edu/wp-conte'. Below the URL are buttons for 'Copy URL to clipboard' and 'Download file'. The 'File name' is 'terry-webb-journal-article-3.pdf', 'File type' is 'PDF', and 'File size' is '36 KB'. At the bottom of the 'Save' panel are 'Delete permanently' and 'Update' buttons. The main editing area includes a 'Caption' field and a 'Description' field with a rich text editor toolbar.

**Note:** uploading a new file without replacement will result in old versions still available to the public through existing links and through search engines. Contact the Web Team for help removing old files from the website.

## Embedded Media

You can embed images and videos onto a page, directly from the page editor.

### Prospective Members

#### Application Process

Applications will open to second-year undergraduate students again in Fall 2023. During that time, those interested must submit an application and respond to a phone screen. Those who pass the phone screen are invited to interview in person or virtually. Key selection criteria include relevant experience, academic performance, technical knowledge, leadership characteristics, interpersonal qualities, personal ambition, and the ability to put forth the required commitment, time, and energy to succeed.

Please check back again in Fall 2023 for more information.

[Resume Template](#)

#### Next Steps

Once inducted, Corsair assists members in enhancing their knowledge, skills, and network through:



First Wave Members – Fall 2022

An image (right) displayed on a page.

### Commit to Your Career

Terry's Master of Accountancy program ranks among the nation's best, and for good reason — we educate some of the best business minds in the accounting profession. Our graduates consistently boast one of the top 10 CPA pass rates in the country and enjoy a nearly 100% placement rate at some of the world's top employers. The in-depth knowledge and technical focus of our rigorous curriculum is unmatched, and our graduates are highly recruited.



A YouTube video (right) displayed on a page.

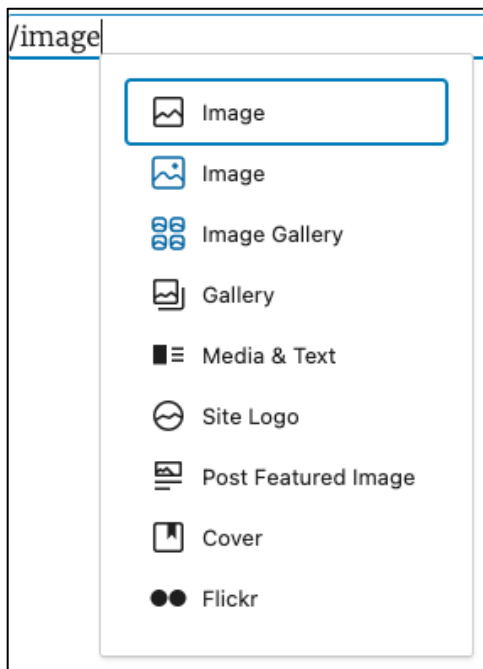
## Images

Images are added to a page using the **Image** block. To add the image block to page, follow these steps:

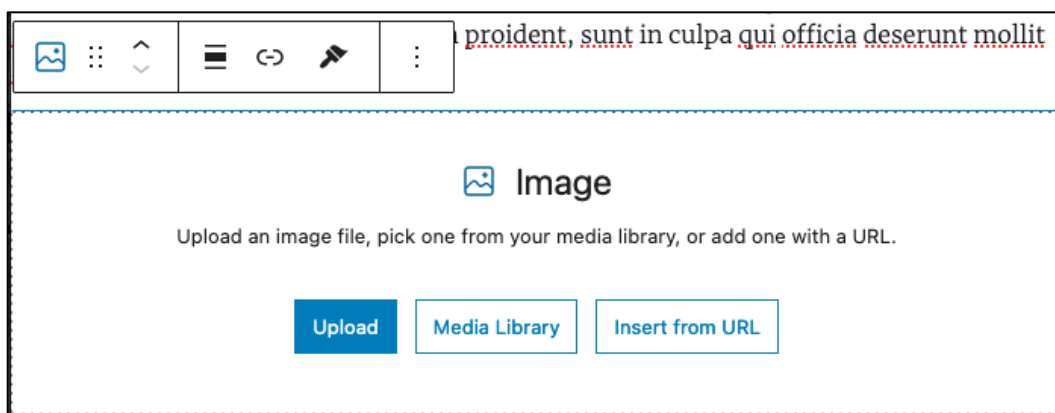
1. Create a new placeholder for a block. The placeholder text (“Type / to choose a block”) is displayed.



2. Enter **/image** in the placeholder. A list of block options is displayed.



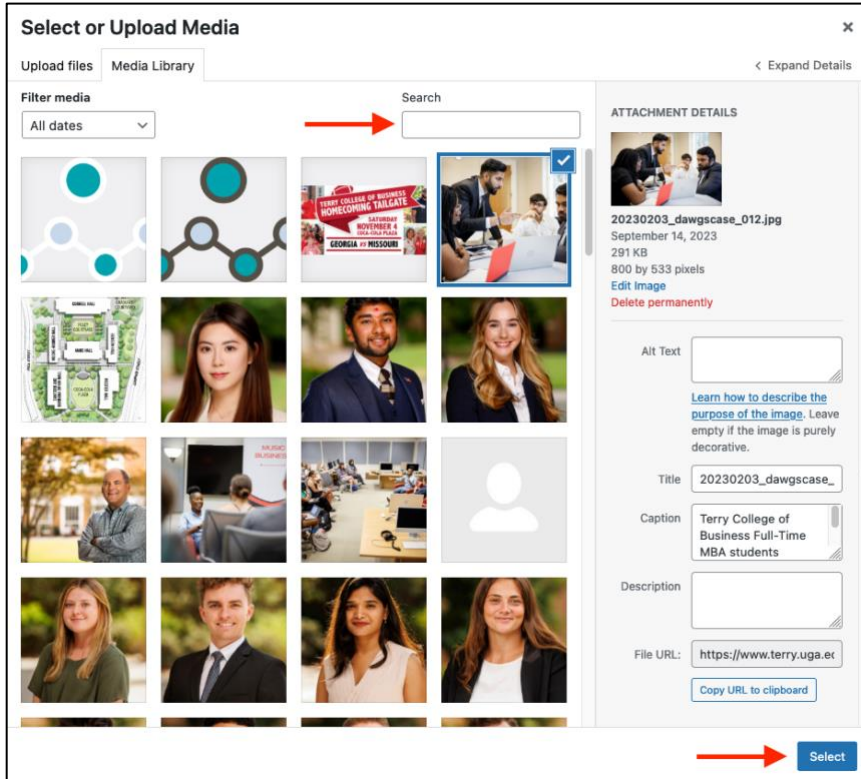
3. Select the second **Image** block from the list (it is labelled in blue – do not use the Image block with a black label). The **Image** block is added to the page.





4. Select a method for placing the image on the page. **Upload** and **Media Library** are the most commonly used methods.

- If you have not yet uploaded the image to the website, click **Upload** to open your computer's file explorer. You can then navigate to the image's location on your computer and upload the image.
- If you have already uploaded the image to the website, you do not need to upload it again. Instead, click **Media Library** to display the media library in a window. Use the **Search** field to locate your image; once you have located it, click on the image then click **Select** in the bottom-right corner to place it on the page.

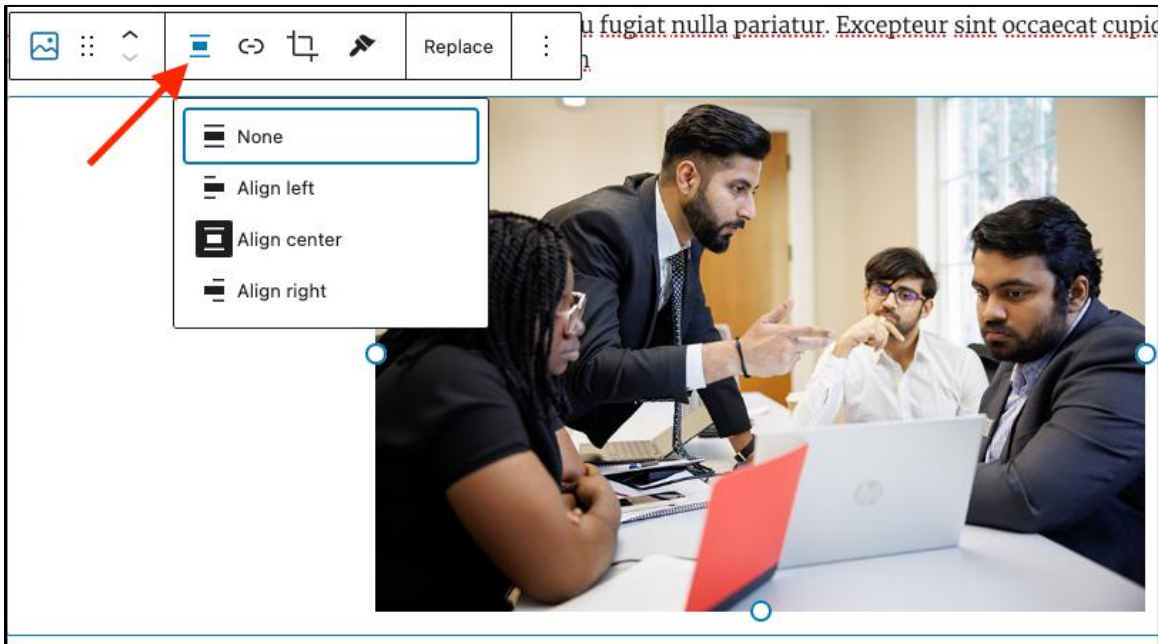


The image is displayed in the **Image** block on the page after it has been uploaded or selected from the Media Library. It can now [realigned](#) or [resized](#).



## Image Alignment

Images can be left-aligned, center-aligned, or right-aligned. While an image is selected, click the **Align** icon in the toolbar (see image below), then select the desired alignment.



## Resizing an Image

To re-size an image, click and drag the circles on the image's borders and drag the image until it is the desired size.



**Note:** An image may lose quality if it is resized to a resolution larger than its original size. Contact the Web Team if you are uncertain about image quality.

## Alt Text for Images

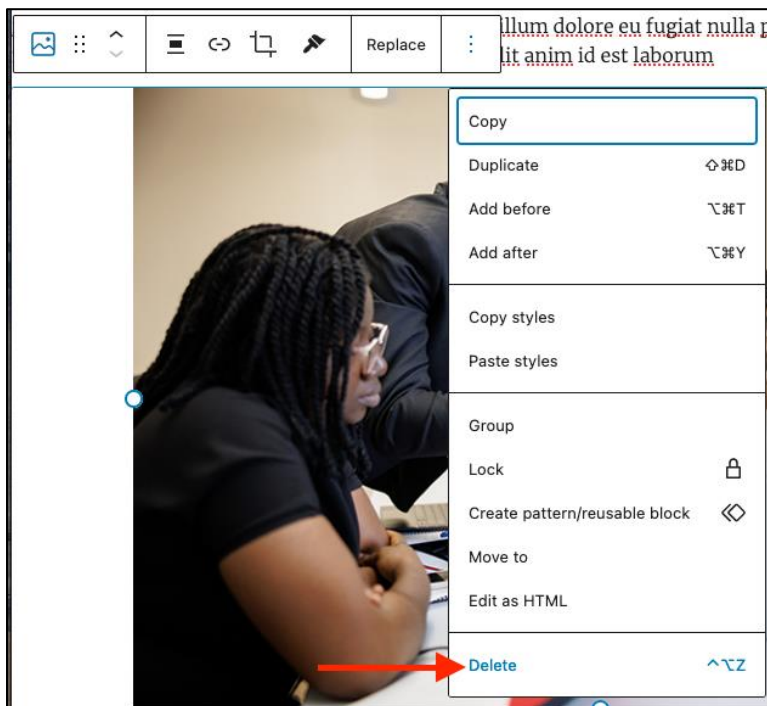
**Alt Text**, or alternative text, is text that describes what is happening in an image. This text is utilized by screen readers that is read to visually-impaired website visitors for enhanced accessibility.

An image's alt text is entered in the **Alt Text** field in the block menu when the image is selected. When writing alt text, enter a literal description of what is in the image. In the example below, the image has an alt text that reads: *A female student and three male students in business attire look at two laptops on their table during a group assignment.*



## Deleting an Image

To delete an image, click the **Options** icon in the toolbar (the rightmost icon with three dots), then click **Delete**. The **Image** block containing the image is removed from the page.

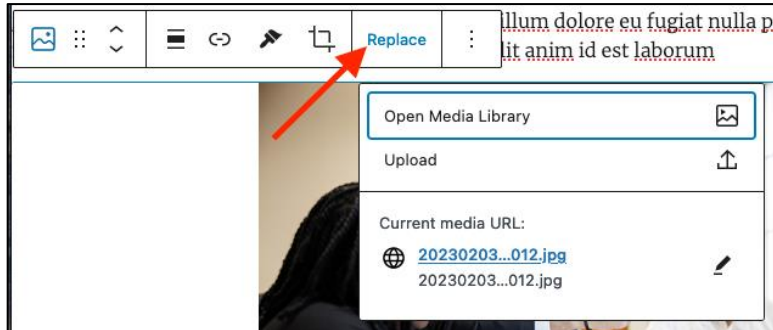


**Note:** The deleted image is still available to reuse in the Media Library and does not need to be uploaded again.

## Replacing an Image

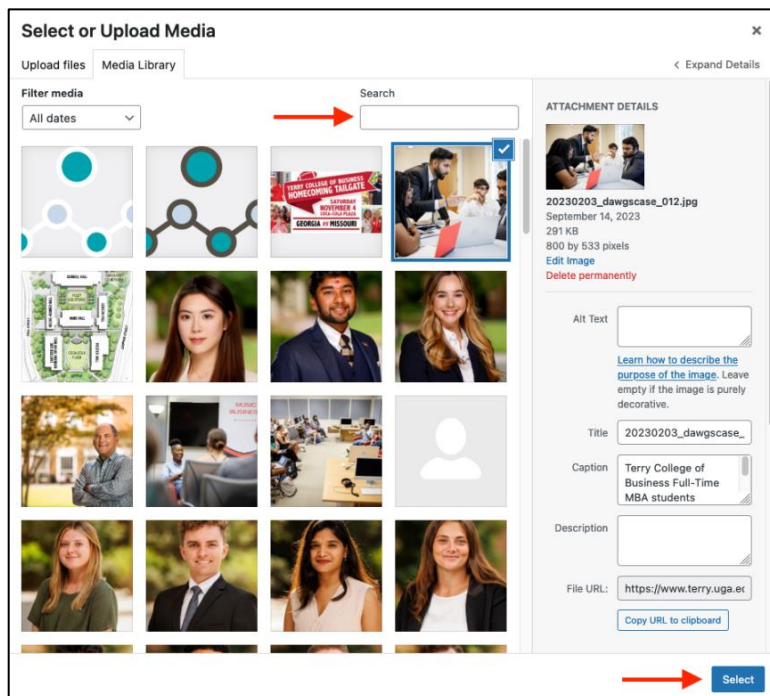
You can replace an image with another one without having to delete its **Image** block and create a new one. To replace an image with another, follow these steps:

1. While the original image is selected, click **Replace** in the toolbar. A menu is displayed with replacement options.



2. Select either **Open Media Library** or **Upload** in the menu.

- If you have not yet uploaded the image to the website, click **Upload** to open your computer's file explorer. You can then navigate to the image's location on your computer and upload the image.
- If you have already uploaded the image to the website, you do not need to upload it again. Instead, click **Media Library** to display the media library in a window. Use the **Search** field to locate your image; once you have located it, click on the image then click **Select** in the bottom-right corner to place it on the page.



The new image is placed on the page in the same location as the image it replaced. You can now format it with the desired [sizing](#) and [alignment](#).

## Video

Videos can be embedded on a page and played by website visitors. These videos can be hosted by either YouTube or Vimeo. The majority of videos on the Terry website are sourced from the college's [official YouTube channel](#).



A YouTube video embedded on a page.

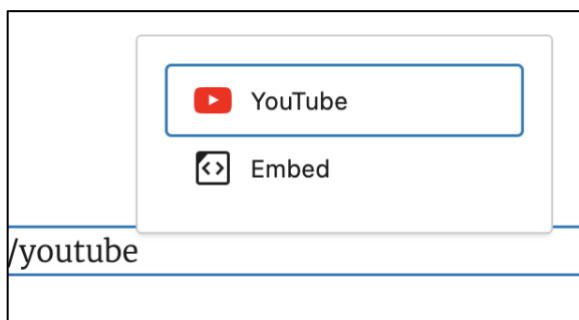
## YouTube

To embed a YouTube video on a page, follow these steps:

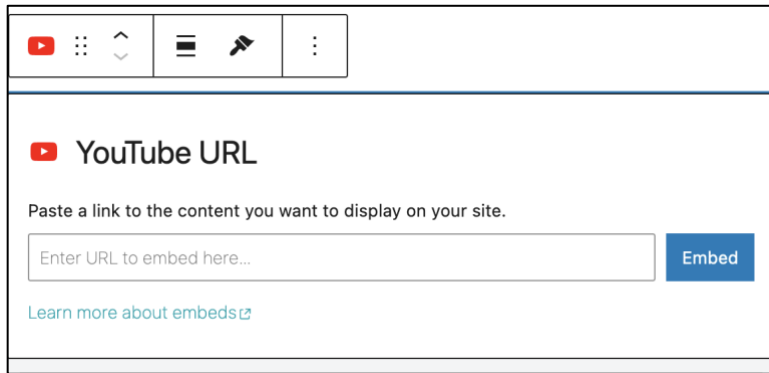
1. Create a new placeholder for a block. The placeholder text (“Type / to choose a block”) is displayed.



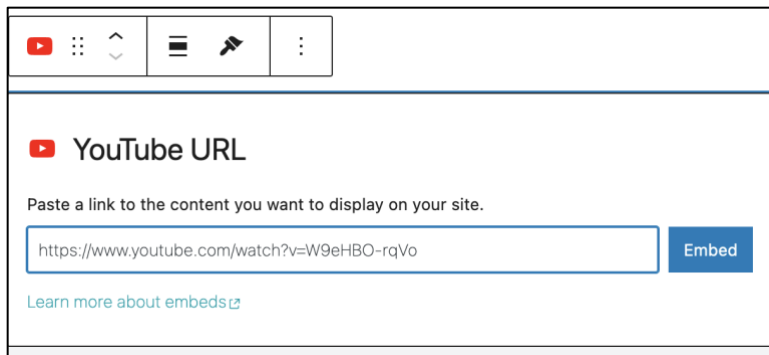
2. Type **/YouTube** in the placeholder. The **YouTube** block option is displayed.



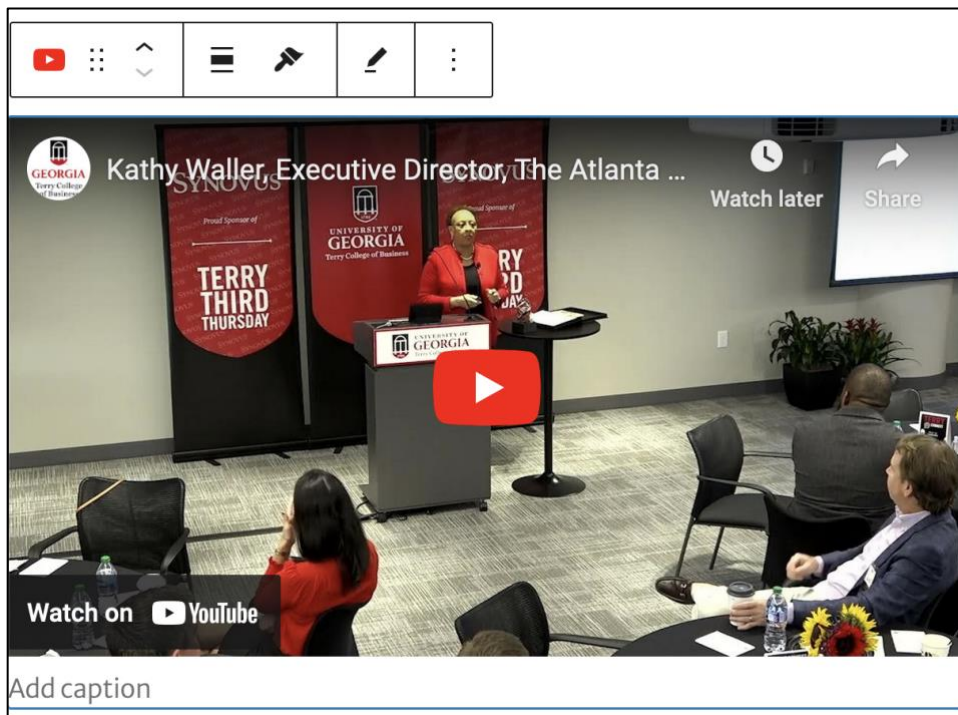
3. Select the **YouTube** block. The block is displayed in the placeholder.



4. Enter the full URL of the YouTube video in the provided field.



5. Click **Embed**. The video is displayed in the block.



## Vimeo

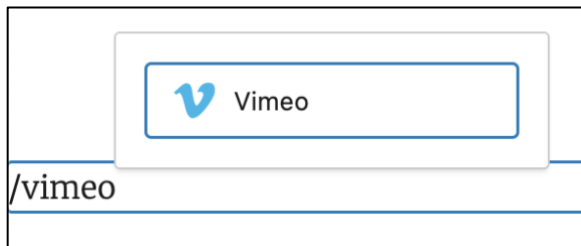
To embed a Vimeo video on a page, follow these steps:

1. Create a new placeholder for a block. The placeholder text (“Type / to choose a block”) is displayed.



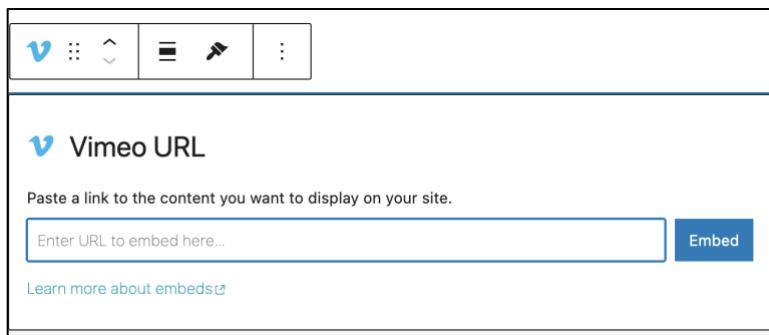
A rectangular placeholder box with a thin border. Inside the box, the text "Type / to choose a block" is displayed in a light gray font.

2. Type **/Vimeo** in the placeholder. The **Vimeo** block option is displayed.



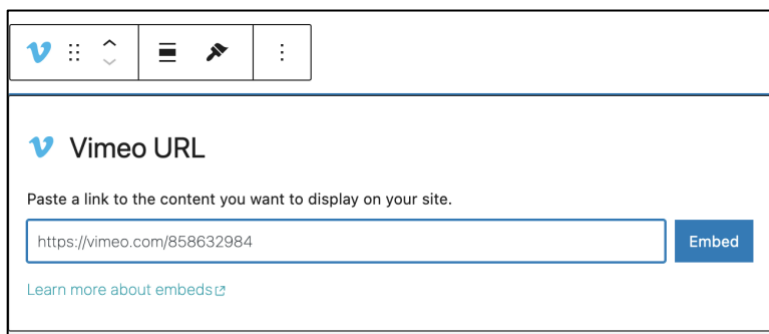
A rectangular placeholder box with a thin border. The text "/vimeo" is visible at the bottom left. A white rectangular box with a blue border is centered in the placeholder, containing the Vimeo logo and the word "Vimeo".

3. Select the **YouTube** block. The block is displayed in the placeholder.



A rectangular form with a thin border. At the top left, there is a toolbar with icons for Vimeo, a list, a dropdown arrow, a table, a pencil, and a vertical ellipsis. Below the toolbar, the text "Vimeo URL" is displayed. Underneath, it says "Paste a link to the content you want to display on your site." There is a text input field with the placeholder text "Enter URL to embed here..." and a blue "Embed" button to its right. At the bottom left, there is a link "Learn more about embeds" with an external link icon.

4. Enter the full URL of the YouTube video in the provided field.



A rectangular form with a thin border, identical to the previous one. The text "Vimeo URL" is displayed. Underneath, it says "Paste a link to the content you want to display on your site." The text input field now contains the URL "https://vimeo.com/858632984" and the blue "Embed" button is to its right. At the bottom left, there is a link "Learn more about embeds" with an external link icon.

5. Click **Embed**. The video is displayed in the block.

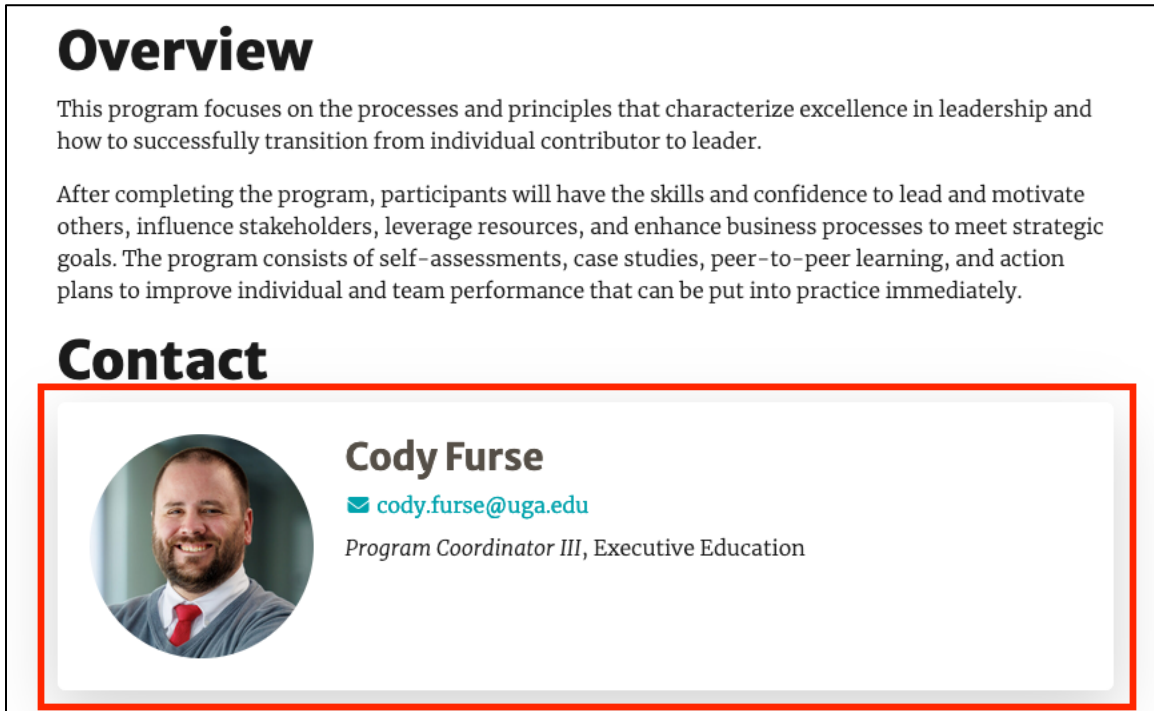




## Displaying Contact Information

Many of Terry’s webpages list a contact for the content on the page, such as a department head or the coordinator of a program. This lets the website visitor know who to contact for more information.

Contact information is displayed on a page using the **Directory Profile** block, which pulls the contact’s name, title, department, email address, and photo from their directory page. Using this block is the most efficient way to display contact information, as you can change the contact employee as needed and the block will automatically update itself if the contact employee updates their contact information.



The screenshot shows a content block with two sections. The first section is titled "Overview" and contains two paragraphs of text. The second section is titled "Contact" and features a circular profile picture of a man with a beard, wearing a blue suit and red tie. To the right of the photo, the name "Cody Furse" is displayed in bold, followed by an email icon and the address "cody.furse@uga.edu". Below the email is the title "Program Coordinator III, Executive Education". The entire "Contact" section is highlighted with a red border.

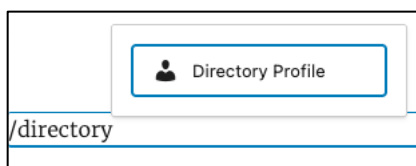
A **Directory Profile** block placed on page, outlined in red.

To add the **Directory Profile** block to a page, follow these steps:

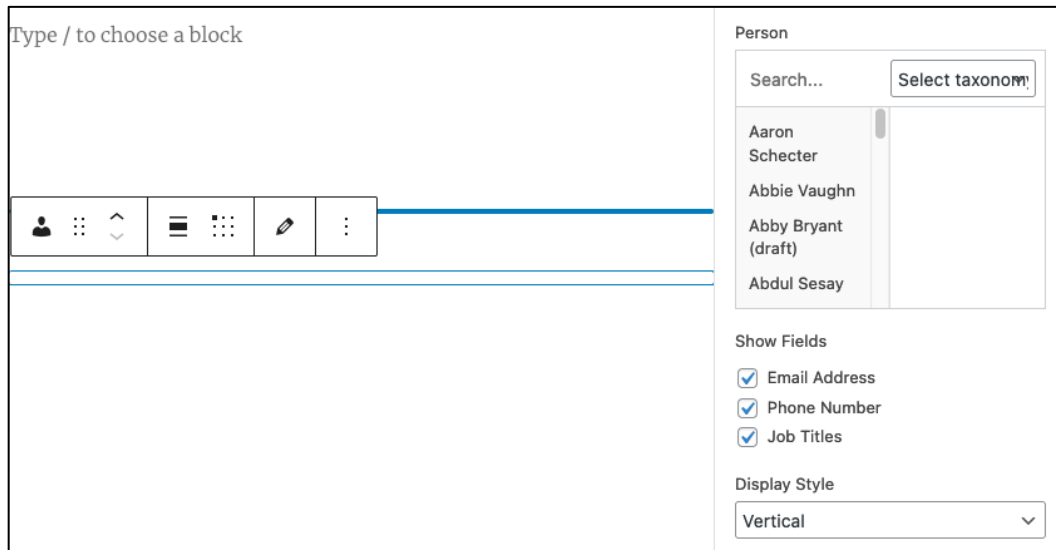
1. Create a new placeholder for a block. The placeholder text (“Type / to choose a block”) is displayed.



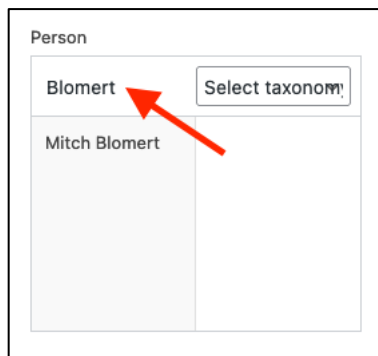
2. Enter **/directory** in the placeholder. The **Directory Profile** block is displayed as the only option.



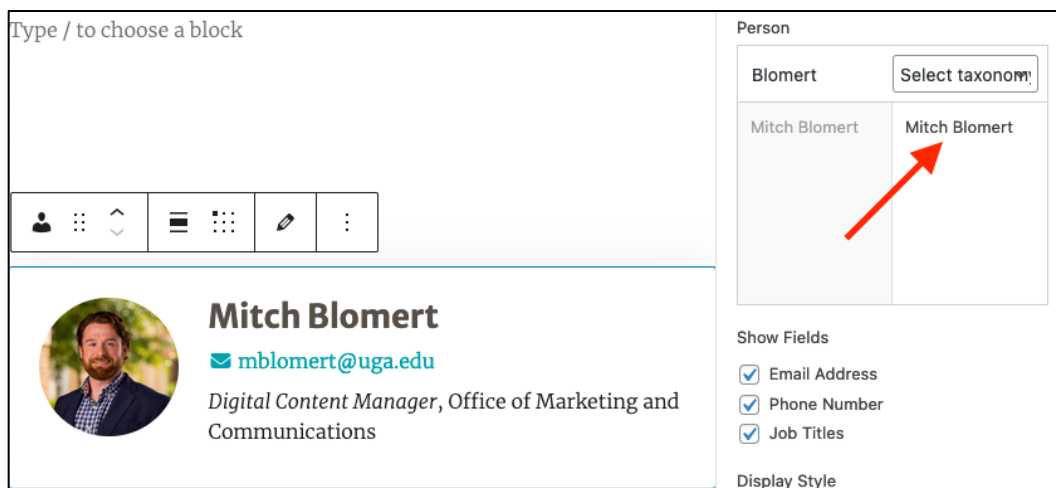
3. Select **Directory Profile**. The **Directory Profile** block is placed on the page. The placeholder is still empty, but the block's toolbar and menu are displayed if the block was successfully placed.



4. In the **Person** section of the block menu, enter the name of the faculty or staff member you want to add to the page as a contact. The list of employees is filtered as you type their name.



5. In the **Person** section of the options menu, Select the name of the faculty or staff member you want to add to the page as a contact. Their contact info is populated in the **Directory Profile** block.



**Note:** You can add more than one contact to a single **Directory Profile** block by entering a second name in the **Person** section.

The screenshot displays a 'Directory Profile' block in a website editor. The main content area shows two employee profiles: Mitch Blomert (Digital Content Manager) and Derek Greer (Web Team Lead). The right-hand 'Person' sidebar shows a search for 'Greer' with a dropdown menu listing 'Derek Greer' and 'Mitch Blomert'. A red arrow points to 'Mitch Blomert' in the dropdown. Below the dropdown are checkboxes for 'Email Address', 'Phone Number', and 'Job Titles', and a 'Display Style' dropdown set to 'Vertical'.

The employee's contact information is displayed on the page after the page is published. You can change the employee in the block in the future without having to delete the block; to remove the previous employee, hover over their name in the **Person** section and click the displayed icon.

This close-up screenshot shows the 'Person' sidebar with the search term 'Blomert'. The dropdown menu is open, showing 'Mitch Blomert' with a blue highlight and a small black circle containing a minus sign. A red arrow points to this minus sign icon.